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INTRODUCTION

1. INTRODUCTION

This Editorial Management Handbook has been prepared to assist Bureau of Land Management personnel assigned to Environmental Impact Statement (EIS) or Environmental Assessment (EA) efforts throughout New Mexico with the editorial management, writing, and printing aspects of these types of documents. The specific objectives of this Handbook are:

1. To provide editorial standards and guidance for the preparation of environmental documents. This guidance is based on the need for all written materials (EAs, EIS's, Notices of Intent, news releases, summaries, etc.) to be written and edited so they serve as definitive expressions of the Bureau's environmental policies, procedures, and programs. Further, these "definitive expressions and explanations" must be presented in a clear, readable style and format which is most useful to decisionmakers and the concerned public in understanding the subject matter and its relationships to them.

2. To assist EIS Teams and Planning and Environmental Coordination Staffs in developing writing and editorial procedures which will most effeciently covert rough "manuscript" materials into a printed document, including visual presentations associated with the document.

3. To reduce the costs of preparing and printing EIS's and, where possible, to reduce the impact of major problems such as limited funds, limited manpower, and tight time frames.

4. To reduce the editorial and writing functions associated with EIS preparation into component tasks (with examples and explanatory text) in order to ensure that EIS's are prepared in a logical and readable manner while adhering to basic standards of quality. This Handbook stresses the cooperation and coordination required to produce a quality cost-effective document which represents the best effort of the Bureau.

The development of this Handbook has been dependent on several overall concepts which are applicable to preparing environmental documents:

1. The concept that the editorial focus of environmental document writing must be placed on clearly and objectively transmitting meaning, and that this objectivity and clarity begins with the initial written material developed by the Resources Specialists.

2. The concept of "editorial management" as discussed in this Handbook cannot be strictly limited to the functions of the EIS Team Writer-Editor. The whole Team shares (to one degree or another) the responsibility for those components of the EIS process related to writing and developing the text and, finally, printing the document. The "interdisciplinary" actions of the Team in the editorial and writing functions are as critical a set of factors in producing a quality EIS as is the interdisciplinary approach used to produce the analysis and conclusions in the EIS.

While the Writer-Editor is primarily responsible for linguistic clarity and correctness and for overall document management, the Resource Specialists is responsible for the accuracy of the data presented and for ensuring that their research and analysis has been clearly and objectively presented.

3. The guidelines in this Handbook are generally applicable to the EIS process; however, each EIS Team must make the necessary interpretations and adaptations in response to the particular problems and situations facing that team. Circumstances often require significant departure from "standard" approaches or the development of a new procedures to meet objectives (often under very short time frames) with out compromising quality standards. The material in this Handbook represents, in the majority of cases, the minimum acceptable standards which should be maintained in an EIS.

This Handbook was originally prepared as a draft and issued to the field in July, 1979. A preliminary final version of this Handbook was issued in April, 1980 specifically for review and analysis by EIS Teams, Writer-Editors, Planning and Environmental Coordination staffs, and other interested staffs. This final version of the Handbook reflects the revisions and suggestions made by the various reviewers and also reflects BLM experience in EIS/EA preparation since the release of the draft.

This Handbook is intended to supplement existing guidance and regulations, which are extensively referenced throughout this document. It is expected that EIS Teams will maintain a current file of existing guidance and regulations, including this Handbook.

The material in this Handbook focuses primarily on the Writer-Editor functions and the writing "arts" and editorial managment techniques applicable to EIS/EA preparation. Other aspects of EIS/EA preparation which are adequately covered by other guidance, regulations, or policy and which do not bear directly on the editorial, writing, and document preparation functions are not discussed in this Handbook.

For brevity and clarity, this Handbook discusses editorial management and workflow primarily as related to EIS's. (EIS's being the most complex of the environmental-type documents.) However, the intent is for this Handbook to also apply to the development of EA documents in those areas of style, usage, document layout, and workflow where such application represents the "minimum acceptable standards for document production. (This Handbook will be included with another Handbook related specifically to the Environmental Assessment document.)

An attempt has been made in this Handbook to differentiate between guidance or suggestions and "must do" items. Guidance and suggestions are usually indicated by "should", "could", etc., while "must do" items are identified by "will", "must", etc.

This Handbook has been prepared in a looseleaf format to facilitate the revision and updating process. As new information becomes available (particularly concerning implementation of the new CEQ Regulations), sections of this Handbook will be revised as necessary. The revision of the Handbook will depend to a large extent on input from involved personnel on District EIS Teams. Teams are encouraged to submit material relevant to the preparation and editorial management of EIS documents so that the Handbook will reflect the problems, processes, and solutions most useful to other EIS Teams with in New Mexico. The Handbook's utility to personnel in the field will increase as BLM's experience increases. Secondary benefits will be reflected in savings of time, effort, and money on the part of EIS Teams. Incorporation of new data based on actual field experience will assist in the development of a type of "institutional memory" which will assist EIS Teams in avoiding problems and situations which would otherwise tend to reoccur. Of particular concern will be new or improved methods of document management and preparation which are cost-effective and reflect the Bureau's intent to produce quality EIS's which comply with existing regulations.

Any concerns or suggestions related to the editorial or printing aspects of EIS preparation, should be directed to the Writer-Editor, Branch of Environmental Coordination, New Mexico State Office, P. O. Box 1449, Santa Fe, New Mexico 87501. (FTS 476-1214).

READERS SHOULD NOTE THAT ALL REFERENCES TO EIS TEAM MEMBERS OR SPECIFIC SECTIONS OF AN EIS/EA DOCUMENT ARE CAPITALIZED IN THIS HANDBOOK FOR EASE OF REFERENCE. SECTIONS 3, 5 AND 6 OF THIS HANDBOOK ARE GENERAL IN NATURE, AND ARE INTENDED PRIMARILY AS INTRODUCTORY MATERIAL FOR PERSONNEL NEW TO THE BUREAU OR EIS/EA WORK. SECTIONS 2, 3 AND 7 THROUGH 12 CONTAIN MORE DETAILED GUIDANCE WHICH WILL BE OF PRIMARY CONCERN TO WRITER-EDITORS, TEAM LEADERS, TECHNICAL COORDINATORS, OFFICE MANAGERS, AND THE RESOURCE SPECIALLISTS.

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Style Manuals 4-3
Specialized Texts on Writing, Research, Etc. 4-3
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4. REFERENCES

This section lists reference works helpful to EIS Teams (particularly Writer-Editors) in areas of grammar, spelling, word usage, styles and tones in writing, visuals preparation, researching, etc. (References which are essential and should form the basic "library" for any EIS Team are indicated in the following list by an asterisk. Double asterisks indicate books which are helpful as back-up material.) The Team Writer-Editor should have an adequate reference library available early in the Team assembly stage before any writing commences. Keep in mind that there are a great number of books available, and that this list represents only those which are known to have contributed to the editing, writing, typing, and printing processes.

Several EIS handbooks from other BLM offices have listed the GPO Style Manual as the primary reference for teams on matters of style, primarily because it is a government-produced manual. However, this manual has only limited utility for EIS/EA work. Sections of this manual which, in general, apply to EIS/EA preparation are noted in the cross-reference table at the end of Section 7. The University of Chicago Press' A Manual of Style has a much broader application to environmental document preparation, and contains more recent material in terms of standard usages and general guidelines. (This style manual is widely accepted as being the best and most universally applicable style manual currently available.) A useful backup to the Chicago Style Manual is the Council of Biology Editors' CBE Style Manual.

Since this Handbook is intended to supplement (not substitute for) existing available guidelines (CEQ, 1792, Interim Guidance, and the style manuals) Writer-Editors should have the University of Chicago's manual as a prime reference with the GPO Style Manual for additional applications.

Writer-Editors are reminded that these style manuals discuss preparation of final copy for printing under the assumption that final copy will be used as masters by the printer to set type, not as camera-ready originals--i.e., final copy is produced double-spaced so that instructions to the printer for typesetting may be inserted in the text. Care must be exercised on the part of the Writer-Editor that all preparations for printing or preparing final copy take into account the differences between the method of printing (typesetting) discussed in the style manuals and the methods generally used for Bureau environmental documents (offset plates i.e., single-spaced copy which is converted directly into photo negatives for printing).

Dictionaries/Related Works

* American Heritage Dictionary of The English Language

* Webster's Seventh New Collegiate Dictionary

Both dictionaries are widely used by Bureau EIS Teams. There are usually resource-oriented dictionaries or larger dictionaries available at public and university libraries if needed by the Team.

Ellis, K. (compl.) The Word Book. Boston: Houghton-Mifflin Co., 1976.

** Krevisky, J., and Linfield, J.S. The Bad Speller's Dictionary. New York: Random House, Inc., 1967.

* Roget, P.M., and Roget, S.R., Roget's Thesaurus of Words and Phrases. rev. edn. New York: Grosset & Dunlap, Inc., 1971. (Note: There are many editions and versions of the basic Roget's Thesaurus, all of which are useful. One of the most useful is an alphabetized version which is easier to reference than those using the original Roget format.)

Glossaries/Specialized Dictionaries

Glossaries of environmental and resource terms can be extremely helpful to Teams in developing their own glossary for inclusion in the EIS and for writing definitions in terms most familiar or understandable to the public. Specialized glossaries have been published which are particularly helpful for Non-Bureau Energy Initiative (NBEI) EIS's.

Gary, M., McAfee, J., and Wolf, C.L., (eds.). Glossary of Geology. Washington, D.C.: American Geological Institute, 1972.

Institute of Electrical and Electronic Engineers. IEEE Standard Dictionary of Electrical and Electronic Terms. New York: John Wiley and Sons, Wiley-Interscience Division, 1972. (Useful for NBEI Projects.)

Inter-Agency Committee on Water Resources. Glossary of Important Power and Rate Terms, Abbreviations, and Units of Measure. Washington, D.C.: Government Printing Office, 1965. (Useful on NBEI projects. Promulgated by the Federal Power Commission, now the Federal Energy Regulatory Commission.)

** Leslie, Louis A. (ed.). 20,000 Words. New York: Gregg Publishing Division, McGraw-Hill, Inc., 1959. (4th edition published in 1959. Later editions available.)

** Soil Conservation Society of America. Resource Conservation Glossary. Ankeny, Iowa: Soil Conservation Society of America, 1976.

Soil Science Society of America. "Glossary of Soil Science Terms," Soil Science Society of America Proceedings, Vol. 29, No. 3, May-June 1965., pp. 330-351. Madison, Wisconsin: Soil Science Society of America.

* U.S. Department of the Interior, Bureau of Reclamation. Environmental Glossary. (Prepared by Wayne Deason, Ph.D.) Washington, D.C.: Bureau of Reclamation, June, 1975.

* U.S. Environmental Protection Agency, Region IV. Common Environmental Terms: A Glossary. (Prepared by Gloria J. Studdard.) Washington, D.C.: Environmental Protection Agency, 1973.

Style Manuals

** Council of Biology Editors, Committee on Form and Style. CBE Style Manual. Washington, D.C.: American Institute of Biological Sciences, 1978 (4th edition).

* Government Printing Office. GPO Style Manual. Washington, D.C.: Government Printing Office, 1973. (Differs in some areas from the University of Chicago's A Manual of Style.) A supplement to this manual covering word division is also available.

Hodges, J.C., and Whitten, M.E. Harbrace College Handbook, 8th ed. New York: Harcourt, Brace, and Jovanovich, Inc., 1977.

** Hutchinson, L. Standard Handbook For Secretaries. New York: McGraw-Hill Publishing Co., 1969.

** Turabian, K.L. A Manual For Writers. Chicago: The University of Chicago Press, 1973. (Condensed version of A Manual of Style.)

* University of Chicago Press. A Manual of Style. Chicago: University of Chicago Press, 1969. (Excellent reference, the one most often used in EIS preparation.)

Specialized Texts on Writing, Research, Etc.

Brand, N., and White, J.O. Legal Writing: The Strategy of Persuasion. New York: Saint Martin's Press, Inc., 1976.

Cochran, W. Fenner, P., and Hill, M. (eds.) Geowriting: A Guide To Writing, Editing, And Printing In Earth Science. Fall's Church, Virginia: American Geological Institute, 1974.

** Cohen, M.L. Legal Research In A Nutshell. Saint Paul, Minnesota: West Publishing Co., 1978. (Very useful for referencing legal and government documents.)

* Guth, H.P. Words And Ideas. Belmont, California: Wadsworth Publishing Co., 1975. (One of the better manuals on writing techniques, styles, and common writing faults.)

Kaufman, W., and Powers, W. The Writer's Mind. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1970. (Deals with more abstract and subjective qualities of writing, contains excellent examples of developed writing styles.)

** Mathes, J.C., and Stevenson, D.W. Designing Technical Reports: Writing For Audiences in Organizations. Indianapolis, Indiana: The Bobbs-Merrill Co., 1976.

** Mills, G.H., and Walter, J.A. Technical Writing, 3rd ed. New York: Holt, Rinehart, and Winston, Inc., 1970.

National Academy of Sciences. A Guide For Preparing Manuscripts. Washington, D.C.: National Academy of Sciences, 1971. (Available through GPO.)

Postman, Neil and Weingartner, Charles. Linguistics. New York: Dell Publishing Co. Inc., 1966. (Although oriented toward teaching, sections on grammar, usage, and semantics are useful "background" for Writer-Editors.)

Skillen, M.E., Gay, R.M., et. al. Words Into Type, 3rd ed. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1974.

English Handbooks

Bernstein, Theodore M. Do's, Don'ts and Maybes of English Usage. New York: The New York Times Book Co., Inc., 1977.

Evans, Bergen and Cornelia. A Dictionary of Contemporary American Usage. New York: Random House, Inc., 1957.

** Gorell, R.M., and Laird, C. Modern English Handbook. Englewood, Cliffs, New Jersey: Prentice-Hall, Inc., 1972.

** Kierzek, J.M., and Gibson, W. The Macmillan Handbook of English 5th ed. New York: Macmillan and Co., 1965.

Van Leunen, M.C. A Handbook For Scholars. New York: Alfred A. Knopf, Inc., 1978.

Visuals Preparation

International Paper Co. Pocket Pal: Graphic Arts Production Handbook New York: International Paper Co., March, 1978.

** Keates, J.S., Cartographic Design and Production. New York: John Wiley and Sons, Inc., 1973.

Robinson, A.H., and Sale, R.D. Elements of Cartography, 3rd ed. New York: John Wiley and Sons, Inc., 1969.

Shapiro, C., et. al. The Lithographer's Manual. Pittsburgh, Penn. The Graphic Arts Technical Foundation, Inc., 1974.

Printing

* Joint Committee on Printing, Congress of The United States. Government Printing and Binding Regulations. Washington, D.C.: Government Printing Office, April, 1977.

* U.S. Government Printing Office. Agency Procedural Handbook. Washington, D.C.: GPO, 1971 (PB05.1, revised October 1975.)

(Contains procedures for commercial procurement of printing services, including how to fill out printing requisitions.)

NOTE: When ordering books via purchase orders, prices and publication data are required on the order. This information (for non-government books) can usually be obtained by reference to the two-volume Books in Print. This reference work lists books published in the United States by both title and author and includes publishing and price data. Most bookstores and libraries have this book available for reference.

5

STAFF RESPONSIBILITIES FOR EIS TEAMS

Team Leader 5-2
Technical Coordinator 5-3
Resource Specialist 5-4
Writer-Editor 5-6
Cartographic Technician 5-8
Office Manager 5-9
Typist 5-10

5. STAFF RESPONSIBILITIES FOR EIS TEAMS

NOTE: The material in this section has been derived primarily from existing editorial handbooks and from actual situations in various BLM offices, as existing guidelines do not specifically address this subject. Material discussed here is, therefore, general in nature and would have to be modified as needed to meet individual Team situations. Emphasis is given to the EIS Team in this section. Staff responsibilities for other environmental assessment efforts are covered in the Environmental Assessment Handbook.

This section discusses the typical EIS Team staffing and the major responsibilities of each staff member. Responsibilities for internal cooperation and coordination with other staffs or offices are emphasized, as this coordination is an extremely critical factor in the process of developing a quality, cost-effective EIS.

Normally, the Team Leader, Technical Coordinator, Resource Specialists, and Writer-Editor are key positions on the Team which would require full-time participation on the EIS effort. These people are usually relieved of all other duties until the EIS is complete. Other EIS Team or support personnel may or may not require full-time participation; however these personnel should be kept informed of the progress and status of the EIS (particularly their sections of the EIS) on a full-time basis.

Key staff members should be assigned full-time EIS duties as soon as their part of the EIS is scheduled to begin. In the ideal situation, the Team Leader is the first to come on board, and assists in the administrative details of selecting the EIS Team personnel and arranging the office set-up.

When administrative arrangements are complete, the Team Leader and Technical Coordinator write the Preparation Plan. The Team Writer-Editor may assist in developing the Preparation Plan, and additionally should be preparing the necessary editorial guidelines and standards which will need to be disseminated to the Resource Specialists prior to any writing on the EIS. (This Handbook provides the majority of the information which the Team will need. The Team Writer-Editor will be primarily concerned with specific details or exceptions which will apply to that specific project.)

The Team Leader, Technical Coordinator, and (if needed) the Writer-Editor complete the EIS "groundwork" by preparing as much of Chapter 1 as possible. This procedure allows the Resource Specialists to start writing their assigned sections with an understanding of the purpose of the EIS, its editorial and format constraints, and its scheduling. (The Preparation Plan and Chapter 1 development require close review of the proposed action, and the approval of NMSO.

The typical EIS Team is usually composed of the following:

Team Leader
Technical Coordinator
Writer-Editor
Resource Specialists
Cartographic Technician (may not be directly assigned to the Team)
Office Manager
Typists

Team Leader

The Team Leader is the key position on the Team. The success or failure of the EIS effort is most often due to the Team Leader's managerial capabilities. As the manager of the overall effort, the Team Leader must possess the appropriate supervisory skills, must be free to manage the effort, and should not become bogged down in operational matters or trivial decision-making. The Team Leader should not be a resource specialist who also has responsibility for preparation of any resource component of the EIS.

The major responsibilities of the Team Leader prior to starting the actual writing are listed below.

1. The Team Leader is responsible for completion of the Preparation Plan and, through the Preparation Plan, develops the EIS schedule. (The schedule should be developed by using PERT or other network display techniques.)

2. The Team Leader is responsible for ensuring that the necessary personnel and services (including support personnel) are available by direct assignment, hiring, or by contracting. The Team Leader serves as the immediate supervisor of the Team personnel. The Team Leader is also responsible for availability of office space, equipment, and facilities as required by the EIS team. This responsibility is usually carried out in coordination with the Office Manager.

3. The Team Leader is responsible for the initial review of the proposed action to ensure its technical completeness. If the review reveals gaps in data, the Team Leader would be responsible for obtaining the missing data (prior to development of the Chapter 1 material, if possible.) In addition, the Team Leader must serve as the appropriate "bridge" between the Bureau Planning System and the EIS.

When the EIS Team is assembled and the actual writing of the EIS commences, the Team Leader assumes responsibility for the following:

1. Maintaining the time schedule, and monitoring all phases of the EIS's progress and the individual specialist's work. This monitoring includes scheduling and leading internal reviews of document progress and adequacy as necessary to ascertain the quality of the specialist's

work, to discuss the present status of the doucment and associated visuals material, and to discuss any problems needing immediate action.

2. Serves as the primary contact for the Team during NMSO and WO reviews and as needed for coordination or problem-solving activities with other offices. The Team Leader participates in periodic briefings for the State Director, District Manager, and other management personnel to keep them informed of the status of the EIS, problem areas, etc.

3. The Team Leader is responsible for developing the alternatives to the proposed action and the level and scope of impact analysis. The Team Leader also monitors the interdisciplinary nature of the EIS analysis, ensuring that impacts addressed in one resource component are carried through the statement and are addressed by the other components as necessary.

4. The Team Leader is responsible for all personnel actions within the Team.

5. In coordination with the Writer-Editor and Technical Coordinator, the Team Leader is responsible for internal review of the EIS for overall content and completeness.

6. The Team Leader has primary responsibility for ensuring that all official comments received at the various review stages (internal or public) are thoroughly analyzed and responded to. The Team Leader is responsible for seeing that an accurate record of all comments, their responses, and resulting text changes is maintained. (Usually, the Writer-Editor develops the tracking charts for this type of material, which are kept for reference.)

7. The Team Leader serves as the Contracting Officer's Authorized Representative (COAR) on any contracting efforts for the statement, and provides liaison and leadership to other Team members and the contractor.

Technical Coordinator

The Technical Coordinator is the coordinator of technical information. As such, the Technical Coordinator is responsible for ensuring that the document meets 1972 Manual requirements, CEQ Regulations requirements, other guideline requirements, and that all sections of the EIS track in a consistent interdisciplinary manner.

On some EIS Teams, there is no specific assignment (or need) of a Technical Coordinator, in which case the duties assigned to the coordinator are usually assumed by the Team Leader and/or Writer-Editor, although a Resource Specialist may be assigned Technical Coordinator duties if his own EIS work schedule will allow. Normally, it is not recommended to assign additional workload to any Resource Specialist if other staff specialists can absorb these functions.

Some specific Technical Coordinator functions are:

1. Reviewing the "language" of the EIS to ensure technical adequacy and readability of the document.

2. Reviewing the document to ensure that it is free of value judgements, bias, emotionalism, etc.

3. Reviewing the document to ensure that impact analysis is properly documented and supported by factual data.

4. Ensuring that the document adequately addresses the statutory and regulatory requirements which affect the proposed action and the analysis. (NEPA, FLPMA, CEQ, Endangered Species Act, etc.)

5. Ensuring that the analyses of impacts and alternatives in the EIS are conducted on an interdisciplinary approach based on the same assumptions and quantitive data.

6. Coordinating with the Writer-Editor to ensure the adequacy and completeness of the technical data and the reference documentation used in the statement.

7. Coordinating with the Writer-Editor and Cartographic Technician to determine the methods and basic format for portraying visual information, (tables, graphs, figures, photos, maps, etc.)

8. Acting as Team Leader when required.

9. Coordinating with the Writer-Editor and Cartographic Technician as needed to facilitate the preparation of the EIS visuals concurrently with the text. Some Teams have designated the Technical Coordinator as the primary contact between EIS Team and Cartographic Staff, others have designated the Writer-Editor.

Resource Specialist

The Resource Specialist is the technical writer responsible for one (or more) subject areas or resources within the EIS structure. The major Resource Specialist responsibilities are as follows:

1. Preparing and collecting data base materials from scoping activities, literature searches, inventories, contract sources, etc.

2. Preparing "first-draft" manuscripts of assigned subject matter in the selected format. Ensuring that all written material initially conforms to the accepted standards of style and usage to the degree possible, and performing the initial editing of his/her material prior to typing. The Resource Specialist is responsible for ensuring the technical accuracy of submitted materials.

3. Developing and submitting the roughs of all visual material to be included within their assigned portions of the text. The Resource Specialists make the initial determination of what supportive visuals will be needed, and coordinates the production of finished visuals with the Writer-Editor, Technical Coordinator, and the Cartographic Technician. (For map work, a base map is usually provided by the Cartographic Technician, with the Resource Specialist having responsibility for the display of thematic overlay data.)

Although one Team member - usually the Technical Coordinator or Writer-Editor - is assigned as the primary contact between the Team and any cartographic services, the Resource Specialist will be involved in reviewing for accuracy or solving display or layout problems related to their own visuals with the Cartographic Technician.

4. The Resource Specialist is responsible for maintaining a file of references used in his/her EIS work. These references should be in the style determined by the Writer-Editor, and will eventually appear in the EIS reference section when the Writer-Editor collects all data from the Resource Specialists and assembles the reference section as a complete alphabetized unit.

5. The Resource Specialist is also responsible for maintaining an accurate glossary of terms within his/her specialty for later inclusion in the full EIS glossary developed by the Writer-Editor (acronyms, legal definitions, mathematical terms, and specialized formulas may need to be included in this glossary.).

6. In coordination with the Office Manager, the Writer-Editor, and/or the Technical Coordinator, the Resource Specialist reviews and, in some cases, proof-reads typed material for accuracy and readability. The Resource Specialist is responsible for maintaining his assigned sections in a current status--i.e., coordinates with the Writer-Editor and Team Leader when changes are, or need to be, made and rewrites sections as needed.

7. The Resource Specialist should maintain a log of scoping and consultation and coordination actions (memos, staff reports, letters, phone conversations, etc.) for record purposes and for development of the EIS Consultation and Coordination section. (Occasionally, material of this nature will need to be included in the EIS reference section if it has been specifically used in the text or referenced in the text.)

8. On contract EIS efforts, the Resource Specialist is responsible for ensuring adequate quality of contractor-prepared sections related to the

Resource Specialist's area of responsibility. This normally includes the following:

a) Serves as a member of the Technical Proposal Evaluation Committee, (TPEC) for preparing the Statement of Work and subsequent contractor selection for each EIS effort.

b) Ensures that methodology and analytical procedures used for impact assessment are proper, meaningful, and meet BLM standards for EIS's. Establishes contacts and maintains cooperative work relationships with agencies, groups, individuals and companies interested in/or affected by proposed projects.

c) Through reviews, field inspections, and other methods, identifies weak spots and data gaps. Presents and discusses review comments and suggestions to original authors, e.g. contractors, consultants, or applicants.

Writer-Editor

The Writer-Editor is responsible for the aspects of editorial management and production which result in a final printed document. These responsibilities cover the entire EIS, and break down into the following major functions:

1. If no editorial handbook for EIS preparation is available when the Team forms, the Writer-Editor is responsible for producing a "mini-handbook" or handout sheets which provide the basic editorial standards and guidelines for the Teams' use in the preparation of the EIS. These specifications and procedures should be as complete as possible, and cover not only the mechanics of English usage, but also the workflow process, coordination and specifications for developing cartographic work, format of the EIS, and supplementary guidance on writing style and grammer as needed. The Writer-Editor is also responsible for maintaining guideline material in current status. The Writer-Editor also has the responsibility for preparing all special instructions to the typists concerning the format and layout which will be required in assembling document drafts or final copy.

2. In coordination with the Technical Coordinator, Resource Specialists, and the Cartographic Technician, develops initial guidelines for the format of visuals which will be used in the EIS.

3. Edits all text material for grammar, punctuation, unity of style, consistency of format and other "mechanical" aspects of the statement. This function includes reviewing and editing the EIS copy with the Resource Specialist/author when necessary and ensuring that all specifications and guidelines are being met.

4. Writes various sections of the EIS as assigned by the Team Leader. This usually encompasses preparation of the front and back matter such as the Table of Contents, List of Illustrations, Glossary, Lists of Abbreviations and/or Acronyms, List of Units of Measure (including metric data) Reference section, or sections of the text which have been prepared in rough draft by the Resource Specialists.

5. The Writer-Editor is responsible for maintaining the editorial proof (or "working") copy of the EIS. This is the copy (not necessarily containing originals) in which the editorial changes are maintained and revised sections inserted as the EIS progresses. Usually this copy maintains editorial notes and information and may be supported by ancillary material developed by the Writer-Editor to keep track of the EIS components and visuals material. The necessity for the Writer-Editor to maintain adequate control of all components of the EIS cannot be overemphasized. As the Team Leader is the manager of the overall EIS Team effort, a good Writer-Editor is, in effect, the "manager" of the document itself.

6. The Writer-Editor is responsible for providing and maintaining review and/or working copies of the current EIS as needed. (In coordination with the Office Manager.)

7. The Writer-Editor is responsible for developing the EIS into its final "camera-ready" form for printing. This preparation includes a thorough technical edit of the entire document. This technical edit includes a thorough review of all visuals in coordination with the cartographic staff and, if necessary, the Technical Coordinator.

8. The Writer-Editor is responsible for coordinating with the Cartographic Technician in reviewing the visuals to be used in the EIS. This responsibility should encompass more than one review if necessary, and major problems should be approached with the assistance of the Resource Specialists, Team Leader and/or Technical Coordinator as needed. The Writer-Editor will be closely coordinating with the Cartographic staff during preparation of the camera-ready document and visuals.

9. The Writer-Editor is, in some cases, responsible for the preparation of the printing request and printing specifications for the EIS text. This may include the preparation of a "dummy" copy or pagination form for use as a guide by the printer. The Writer-Editor is also responsible for coordinating with the Cartographic Technician in reviewing the printing specifications applicable to the visuals material and in assembling the entire EIS package (text, visuals, and specifications) for delivery to GPO and/or the printer. The Cartographic Technician is responsible for preparing printing specifications an SF-1's, if needed, for the EIS visuals.

10. The Writer-Editor is responsible for arranging the printing of the EIS. This job is usually performed in coordination with the SO Writer-Editor and some cases with the WO contact for the particular EIS.

11. Depending on the particular Team situation, the Writer-Editor is usually assigned responsibility for aspects of the public participation surrounding an EIS. This responsibility could range from a minimum of coordinating activities with the District or State Office Public Affairs Staff to a maximum of more comprehensive responsibilities such as: preparation of letters of public contact (particularly when the DEIS or FEIS is published); responding to public inquiries; preparation of the Consultation and Coordination information and the comment and response section; drafting news releases, Federal Register Notices, and transmittal memorandums; and preparing materials for, and participating in, public meetings or hearings. More detailed information on this aspect of EIS preparation is contained in the Handbook section on Public Participation.

12. On contract EIS efforts, the Writer-Editor is responsible for ensuring adequate editorial quality and printing of contractor prepared materials. This responsibility normally includes the following:

a) Serves as a member of the Technical Proposal Evaluation Committee (TPEC) for preparing the Statement of Work and subsequent contractor selection for each EIS effort.

b) Provides technical review of submitted material in the areas applicable to editorial management of the document as a whole.

c) Coordinates with contractors/consultants preparing environmental statements and maintains cooperative work relationships with agencies, groups, individuals, and companies interested in, or affected by, proposed projects.

d) Presents and discusses review comments and suggestions to original authors, i.e., contractors, consultants, and applicants. Ensures that editorial management of document is thorough and complete, and meets BLM standards for preparing EIS's.

Cartographic Technician

Cartographic Technicians may or may not be assigned directly to an EIS Team. (In some states, Cartographic support is provided to the District EIS Team by the State Office.) Regardless of the Team situation, the Cartographic Technician is a vital component in the EIS production process. EARLY AND COMPLETE INVOLVEMENT OF THE CARTOGRAPHIC TECHNICIAN IN EIS PREPARATION IS A KEY FACTOR IN THE PRODUCTION OF QUALITY COST-EFFECTIVE VISUALS. The primary responsibilities of the Cartographic Technician are as follows:

1. The Cartographic Technician is responsible for the development (as early in the EIS process as possible) of basic standards for the lay-out and design of the visuals and for the workflow process for visuals. Standards are usually developed in cooperation with key Team personnel, particularly the Writer-Editor, and the workflow process is developed in response to the particular EIS Team situation. The Cartographic Technician should be included in Team meetings as needed, particularly in the

early meetings where establishing the control points and workflow process for the Resource Specialist's material to be made into camera-ready visuals is vital to preparation of a quality EIS.

2. The Cartographic Technician is responsible for determining the most effective means of displaying EIS thematic information in the most appropriate and cost-effective medium, taking into account the available time frames and printing technology. The EIS Team and Cartographic Technician should develop a schedule and priorities for producing "proof copies" of various visuals for use in EIS reviews, and for preparation of the final camera-ready materials.

3. The Cartographic Technician prepares the "working copy" base map for the EIS. This map is used by the Resource Specialists in developing their draft thematic maps.

4. The Cartographic Technician may be assigned responsibility for preparation of visuals in connection with public hearings on the EIS.

5. The Cartographic Technician prepares "proof copies" of EIS visuals for review by the Team, makes all corrections to the visuals, and prepares the camera-ready originals. The Cartographic Technician also prepares all required printing specifications for visuals and coordinates with the Writer-Editor in preparing the EIS (text and visuals) for delivery to GPO and/or the printer.

6. The Cartographic Technician is responsible for maintaining a "visuals production log" which tracks all visuals in the EIS throughout the preparation process and, most importantly, logs all changes made to the visuals, why the change was made, when it was made, and the final disposition of all original material. This type of tracking can be of considerable aid in preventing errors on printed visuals, particularly errors which would result in having to reprint a large color visual.

7. On contract EIS's, the Cartographic Technician may be involved in determining visuals requirements and standards to be incorporated into the contract.

Office Manager

The duties of the Office Manager will vary according to the size of the EIS office and the workload. Generally, the Office Manager has overall responsibility for the preparation of typed copy by the typists and the establishment and maintenance of office and EIS files. The Office Manager is also responsible for the completion of normal office work (outside the actual EIS preparation) and for the file of recorded EIS data (mag cards, floppy disks, etc.). On contract EIS's an Office Manager is usually not required. Other Office Manager responsibilities are listed below.

1. The Office Manager reviews all incoming EIS copy to ensure that the material is properly identified according to the system used by the Team

(titled, dated, initialed, draft number, etc.) and assigns all material to the typists. The priority given typing assignments is the responsibility of the Office Manager, in coordination with the Team Leader and/or Writer-Editor.

2. The Office Manager is responsible for monitoring the workflow process, keeping a record (usually using the current EIS outline) of the status of each submitted section of the EIS as to date of receipt, typing status, date returned, date of final copy, and any other information pertinent to maintaining an accurate track of EIS progress.

3. The Office Manager is responsible for maintaining an adequate stock of office supplies and for obtaining needed maintenance or repair of the office machines.

Typist

The typist's primary responsibility is the typing and proofing of EIS copy from the hand-written stage through the final camera-ready copy.

Typists may be assigned additional responsibilities in relation to filing, typing materials other than the EIS, and maintaining production logs and recorded data files.

The use of word-processing equipment usually increases the typist's responsibilities in some areas, but the primary function of producing typed copy remains the same.

6

WORKFLOW

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6. WORKFLOW

During the writing of an EIS, many functions (in various stages of completion) are performed simultaneously within the same office, usually within the framework of a deadline. Under these conditions, adequate procedures for monitoring the components of the EIS during their development from rough draft to final copy are essential to the Team in order to minimize as much as possible any loss of time, effort, or money. These procedures are generally categorized as "document management."

Generally, the earlier these procedures are developed the better. This task is usually accomplished in an early Team meeting, with procedures being developed cooperatively by the Team Leader or Technical Coordinator, Office Manager, Writer-Editor, and the Resource Specialists. In conjunction with these procedures, the Writer-Editor should have basic format and style guidelines available to Team Members so that initial submissions of material will already be in the basic EIS format. (A workflow process for preparation of the visuals should also be established at this time. This requires the cooperation of the Cartographic Technician, and is discussed later in this section.)

As each EIS Team is in its own unique situation, a discussion of workflow can only provide a general outline from which each EIS Team will have to develop procedures suited to their own circumstances and time frames. The discussion in this Handbook covers the basic points of the process. The EIS Team should try to resolve any problems in document "management" as early as possible.)

Workflow Criteria

The points of control any EIS workflow system must cover are:

1. Providing clear identification of copy as it is developed.

2. Providing timely routing of typed copy for revision, review, and approval within the Team.

3. Providing adequate records of the preparation and status of all EIS components, including maintenance of logs, files, "safe" copy, and word-processing data disks or cards, as needed. As the costs of producing EIS's are of critical concern, expenditures related to cartographic materials and staff time, EIS materials, and printing and mailing costs should be tracked. (See Instruction Memorandum NMSO 79-176.)

4. Providing adequate tracking and control of materials other than Resource Specialist drafts, such as front and back matter and visuals.

Identification of Copy

In the general situation, each major section of an EIS chapter is initially considered as a single unit, and is submitted as a unit by the Resource Specialist. (Small chapters and ancillary materials may also be considered as single units, although their initial preparation may be in segments prepared by different specialists. Usually, the Writer-Editor is responsible for preparation of these combined sections.) When a whole chapter has been assembled from the various components, the whole chapter is usually considered as a unit from that point on for review purposes.

Each prepared section should have at least the following information on the first page.

1. EIS name.

2. Date of preparation (and draft number, if required - i.e., 1st draft, 2nd draft, etc.)

3. Author's name (typist's initials added later, if required).

4. Chapter/Section identification (or outline identification, if used).

5. Date completed (inserted by typist, if required).

Display of this information is at the option of the Team. Usually, it is typed in the upper or lower right corner of the first page of a particular section (use one or the other, not both.) Some Teams have used a small xeroxed form stapled to the first page, others have used a full cover page with the complete routing system and spaces for initials and dates (see Illustration 6-1). Using the first system means that the identification information will have to be masked or removed from final copy prior to printing. The other system is susceptible to having cover pages or tags detached and lost.

Central Control of Copy

Timely routing and centralized control of EIS copy production is usually the responsiblility of the Office Manager. The Office Manager maintains the log in which material submitted for typing is tracked and recorded as the typing-review-revision process is completed and final copy made. As needed, the Office Manager maintains necessary files of completed copy, with new copy replacing old as the EIS proceeds. Usually, this function also includes a Master File of originals or clean first generation copies as a "safe" copy for replacement of lost originals or other similar mishaps. If word processing equipment is being used, then the Office Manager also maintains a file of recorded data such as Mag Cards or diskettes. (The data storage system of word processing equipment may reduce or eliminate the need for some of the file copies and records maintenance discussed above.)

ILLUSTRATION 6-1
EXAMPLE REVIEW COVER SHEET

Chapter: ____________
Section: ____________
Author: ____________

Job	Date	Initial (or check-off)
1. Author writes and gives to typist for "rough"		
2. Typist returns to author for corrections/changes		
3. Author reviews, rewrites		
4. If changes substantial, author resubmits to typist		
5. Typed copy submitted to		
a. Technical coordinator		
b. Writer-editor		
6. After Technical coordinator, writer-editor reviews copy with authors, submits for retyping		
7. Original copy to files		
8. Photocopies to:		
a. Author		
b. Technical coordinator		
c. Writer-editor for a "master file"		
d. Team leader (retain until entire chapter available)		
9. Technical coordinator--Team leader--Writer-editor review and coordinate chapter as a whole		
10. Type correct copy of chapter		
11. Xerox corrected copy of chapter for reviewers.		
a. Washington Office		
b. State Office		
c. In-team members		
12. Changes/rewriting as a result of reviews		
13. Final typing		

On some Teams, an additional workflow control point is the Writer-Editor's working copy of the EIS. The Writer-Editor usually maintains not only the "latest edition" of the EIS, but also charts and lists designed to track the status of various components of the EIS such as visuals, page numbers within the text, references (both in-text and to external data sources), ancillary materials such as glossaries, lists, etc., and the actual text material itself.

The control provided by the Writer-Editor is often complementary to that maintained by the Office Manager and they function as excellent cross-checks of each other in cases where errors or missing items need to be tracked down.

The Team Leader (or working circumstances) may require that additional files or logs be maintained, particularly on large or complex projects. The files and official records which should be maintained after the EIS is complete are discussed in this Handbook, section 11.

Workflow Steps

The following workflow procedure is general in nature and is intended as a working model with which a Team can develop the steps necessary for their particular situation. The Interim Guidance, p. 43, contains a schematic of a similar process.

STEP 1: The Resource Specialist prepares a rough draft of a complete section (typed or handwritten) with the proper identification on the first page. This material is submitted to the Office Manager. The Resource Specialist also prepares the list of references, glossary terms, and other items associated with his/her specialty, and forwards these directly to the Writer-Editor for eventual inclusion in the EIS Reference and Glossary sections.

STEP 2: The Office Manager checks the copy for proper identification, logs material in and submits the copy to the typist.

STEP 3: The Typist types the copy. Some Teams require the Typist to proofread the copy with the originator or other assigned Team member, ensuring that material is in the proper format with correct spacing, etc. Other Teams have specified that proofreading is an editorial function, and that the Writer-Editor is responsible for all editing and proofreading functions (proofreading is discussed on p. 7-12 of this Handbook). In this situation, the Resource Specialist and Typist conform to basic standards of format (developed and disseminated to the Team by the Writer-Editor prior to commencing writing) when preparing rough drafts or first typed copies; proofing and editorial refinements are made when the copy reaches the Writer-Editor. This has the advantage of centralizing all typing instructions for development of the format in one place, which facilitates the Typists' preparation of revised draft or final copy. In any situation, the typist should proof the typed product to ensure that the typed copy exactly matches the material submitted. Additional corrective proofing on the part of the typist would be at the discretion of the EIS Team.

The typed copy is submitted to the Office Manager for further routing. The original draft is returned to the Resource Specialist. (Some Teams request a copy of the typed material be routed to the Resource Specialist. The Team should decide on how many copies to have available, and attempt to restrict copying to the practical minimum.)

STEP 4: The Office Manager logs in the typed copy, checks for correct format and identification, and routes the copy to the Technical Coordinator. (Under situations of critical time frames, simultaneous review by several Team members may occur, with the total number of revisions collated and developed in final form by the Writer-Editor.)

STEP 5: The Technical Coordinator reviews the copy for technical accuracy and conformance to legal requirements. Significant weaknesses or other technical problems are corrected by the Technical Coordinator and the Resource Specialist. When review is complete, the Technical Coordinator initials and dates copy and submits it to the Office Manager with any additional instructions. (The copy may be routed to the Team Leader at this point. The Team Leader will have to determine at which point, or points, of preparation he wants to review the copy.)

STEP 6: The Office Manager receives copy from the Technical Coordinator and logs it in. If no retype is required, the copy is routed directly to the Writer-Editor. When significant changes occur, the Technical Coordinator may specify a retype, with further review by the Resource Specialist. Minor changes are usually left as is, and are included with the Writer-Editors revisions on the next typing cycle. (This step in the process is an excellent time for the Writer-Editor and Technical Coordination to discuss any problems existing at this time and to jointly develop revisions which are technically and grammatically correct.)

STEP 7: The Writer-Editor will edit the copy, coordinating with the Resource Specialist and/or the Technical Coordinator as needed on any substantive revisions. When the Writer-Editor has completed a thorough edit, the copy is returned to the Office Manager. The Office Manager will then handle the copy as a draft, and begins the workflow process again as indicated in Step 2. (The Writer-Editor should maintain an edited copy in the working file along with a workflow chart to track copy.)

STEP 8: The Office Manager logs in the copy, checks that copy is properly identified and initialed by the Writer-Editor and Technical Coordinator, and assigns the copy to a typist.

STEP 9: The Typist retypes the edited copy, proofs if necessary, checks that all identifying information is included, and returns the copy to the Office Manager.

STEP 10: The Office Manager checks for completeness of material, logs in, and assigns to Typist for duplication as needed.

STEP 11: Typist duplicates copy as needed. Copying of EIS sections should be kept to the practical minimum; however, the Team will have need of up-to-date copy for the various review procedures. The Team Leader, Office Manager, and Writer-Editor will have to determine the need for copies. The basic copies could be as follows:

1. One Original - kept for master file unmarked.

2. Team File Copy - one copy kept for reference of Team. Circumstances may require additional copies for review purposes.

3. Team Leader Copy - copy kept for reference of Team Leader and/or Technical Coordinator.

4. Writer-Editor Copy - copy maintained by Writer-Editor.

STEP 12: The Office Manager distributes and files originals and copies as needed. File copies are usually maintained in sequence, with new versions replacing old as they are completed. (Old versions may be retained until the printing of the DEIS or FEIS obviates the need for "back-up" copies kept in case an error or omission has to be tracked down.) The Office Manager also checks the word-processing data file to insure that data is included corresponding to the typed file copy. After copy has entered the master file, no changes or rewrite can occur without specific permission of the Team Leader. If a rewrite is approved, the process begins again at Step 2.

Final Assembly of Copy

The final assembly of copy into a camera-ready document is the point in the workflow process where the Writer-Editor assumes the primary control over document preparation, in cooperation with the Office Manager. The Writer-Editor will probably have more detailed and complete instructions on document preparation included with the final editorial revisions, and he/she will be working closely with the typists in preparing page numbers, tables, "dummy" pages (substituting for visuals not yet available or too large to include with the text) and other items associated with finalizing the document. (With word processing equipment, coding of text for use by GPO's Linotron equipment may be done at this point.)

Visuals Workflow Process

The Team should develop workflow process for the visuals associated with the EIS when the text workflow process is developed. The Cartographic Technician assigned to the project should attend early Team meetings and assist in the development of a workflow for rough originals to be finished by the Cartographic staff. (The workflow will, of course, depend on whether the Cartographic Technician is assigned to the District as a Team member, is in the State Office, or is in the District in a support capacity.)

Generally, the Team will assign one Team member as the visuals coordinator responsible for coordinating the delivery and preparation of visuals for the Team. This responsibility is usually assigned to the Technical Coordinator or the Writer-Editor.

Basic standards and criteria for visuals (particularly color thematic maps) should be established by the Team early in the process so all roughs delivered to the Cartographic Technician will be similar in layout and design and can be developed into final products with a minimum of restructuring on the part of the Cartographic Technician.

(Note: EIS Teams should not overlook the fact that the Cartographic Technician is the expert on the layout and design of visual presentations, while the Team members are the experts on the information which needs to be displayed. Problems in developing visuals should be worked out cooperatively with these facts in mind.)

A general workflow process for visuals is outlined below. The system here is based on the assumption that the Writer-Editor is the visuals coordinator and the Cartographic Technician is assigned to the District, and may be obtaining support from the State Office Branch of Engineering Graphics for camera work or other technical functions which cannot be completed in the District. The Technical Coordinator may be assigned the duties of visuals coordinator.

STEP 1: The Resource Specialist prepares the necessary rough (hand drawn) copies of the visuals for his assigned sections to the standards and format required. (Preparation of large color thematic maps usually takes considerably longer than preparing page-size material, but the basic workflow remains the same.) The Resource Specialist also clearly identifies each visual by EIS, figure, table, or map number, name of originator, date rough completed, and includes all information which may be of assistance to the Cartographic Technician in preparing his proof copies. The Resource Specialist forwards his completed roughs to the Writer-Editor or Technical Coordinator.

STEP 2: The Writer-Editor reviews the roughs for conformance to linguistic and editorial standards, and with the base standards developed earlier. The Writer-Editor also reviews any special instructions included with the visuals for completeness and clarity. The Writer-Editor may choose to insert xerox copies of the visuals in their general location in the EIS as "dummies" for general review and "mock-up." The visuals are also logged in the necessary tracking charts as to name, size, type of work to be done, originator, location in EIS, and any other data which helps the Writer-Editor coordinate and track the visuals preparation process. The visuals are then forwarded to the Cartographic Technician.

STEP 3: The Cartographic Technician logs in the visuals and reviews for completeness and conformance to standards. (If problems arise, the Writer-Editor and Resource Specialist who originated the visual should be consulted to resolve the problem.) The Cartographic Technician then begins the process of preparing draft ("proof") copies of the visuals. Usually, "proof" copies of the smaller visuals are forwarded to the Writer-Editor for inclusion in the early EIS copy and for review by the Team. Large color visuals are usually retained by the Cartographic Technician and are proofed by the Team in the originating office.

STEP 4: The visual proof copies are logged in by the Writer-Editor and routed to the Resource Specialist for review.

STEP 5: The Resource Specialist reviews the proof copies. If there are changes or alterations to be made, these are written up on separate sheets (or xerox copies of the proofs) and attached to the proof copies. The proofs are then returned to the Writer-Editor.

STEP 6: The Writer-Editor completes a final editorial review of the proofs, noting any changes made by the Resource Specialist. (The Team Leader or Technical Coordinator may want to review the visuals at this point.) The proofs are logged in the Writer-Editor's tracking chart and are returned to the Cartographic Technician for finalizing.

STEP 7: Final "camera-ready" versions of all visuals are prepared by the Cartographic Technician. These visuals usually remain with the Cartographic Technician and are not routed around for review again, particularly the large color thematic maps. If these visuals are to have a final review, the Writer-Editor and Resource Specialist(s) will go to the Cartographic office and complete the final review. The Writer-Editor will check each visual against his/her tracking chart and indicate the date of completion.

STEP 8: When all visuals have been reviewed and approved by the EIS Team, the Cartographic Technician prepares the final visuals "package" and the printing specifications required. Visuals which will be included in the text (as strip-ins or as an entire page) are forwarded to the Writer-Editor for inclusion in the text. Normally, the smaller visuals (strip-in or page size) are printed each time the EIS is printed. Large thematic color maps are usually printed once, with sufficient extras to be included in the final EIS. Errors on small visuals are usually corrected and the visual reprinted. If errors occur (or are noted during public review) on the large color maps, then an errata sheet showing all errors is added to the list of visuals. Only a serious error should result in having to reprint a large color visual.

Note: The preparation of visuals for an EIS can be a long and complex process. Teams are reminded of the necessity of involving the Cartographic Technician as early in the EIS process as possible. Sufficient "groundwork" should be done at this point to allow for uniform preparation of roughs by the Resource Specialist and for preparation of a base for any large color thematic maps. The Cartographic Staff will usually have less time to prepare visuals than the Team will have to write the EIS; therefore, time is a very critical factor in selecting a workflow process for development of EIS visuals.

7

STANDARDS OF STYLE & USAGE

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7. STANDARDS OF STYLE AND USAGE

This section of the Handbook has a dual purpose. It deals with the minimum acceptable standards applicable to writing an EIS, and with the editorial functions related to establishing and maintaining these minimum standards. These standards are primarily concerned with the tone and style of writing required, conventions of language usage in EIS work, and material related to developing the format of an EIS and of various subcomponents of an EIS on the part of the Writer-Editor. In combination with the Handbook sections on document layout, visuals preparation, and public participation, this section represents the core editorial focus of this Handbook - i.e., the "nuts and bolts" functions which are conducive to preparing quality environmental documents in a timely and cost-effective manner.

While no Handbook can cover every possible situation which may face an EIS Team (hence the use of the terms "minimum acceptable standards) the intent here is to provide as many basic guidelines as possible. Alternatives, examples, and references to existing guidelines or style manauls are provided wherever possible in order to facilitate management of the EIS workload and to provide a "baseline" of guidance which will be applicable to a particular EIS situation. (A Manual of Style is used in this Handbook as the primary reference. A table at the end of this section cross-references the various style manuals and guidance by subject matter and page numbers.)

Although this section is oriented primarily in terms of EIS work, the standards and guidelines used here should be applied to the preparation of Environmental Assessments (EAs) and planning documents in all circumstances where this is possible.

Style of Writing

This section discusses "style" in terms of:

a) a way of writing, of literary expression, and

b) uniformly applied standards regarding the mechanics of written communication such as punctuation, capitalization, word division, spelling, etc.

EIS Teams will develop and use a style of writing based primarily on the requirement of an EIS to be objective, accurate, and clear, as specified in 1792 and other guidance. Style, in terms of language usage, is usually developed by the Writer-Editor in cooperation with the rest of the Team - in essence this is, a "house style" in which certain conventions of usage are determined to be acceptable in place of other conventions for the purposes of a particular EIS. However, rules of usage cannot always be fixed or permanent. They are meant for the general case, and are to be applied with a degree of flexibility. Exceptions will occur in the face of changing time frames and policy guidance, and sufficient flexibility should be left to allow for initiative and creativity. This Handbook reflects the most commonly used "rules" and, in the majority of cases, the preferred usages in terms of EIS writing.

The process of selecting a particular style and format for an EIS should reflect considerations of adequacy, readability, time factors, and ease of preparation. Simple and economical methods should be stressed in place of those which are more elaborate and expensive. The economical use of words is stressed in the new CEQ Regulations, and every EIS review looks for ways to shorten the text without sacrificing clarity and meaning. Every word and every revision in an EIS, in effect, costs money, and this should be a prime consideration in EIS writing. For EIS's, the best language is that which gives the essence in the fewest words. Economy of style should begin with the first rough drafts prepared by Resource Specialists in order to reduce as much as possible the number of revisions and retyping required to produce an adequate EIS.

Since an EIS is a multi-author document, the basic style and format should be selected prior to any writing commencing and should be uniformly required of all writers. "Pride of authorship" (discussed in the Interim Guidance, p. 22) is therefore somewhat limited, and is more directly related to the total document rather than a particular section. This Handbook and the Bureau guidance (1791, 1792, CEQ, etc.) provide the base standards from which individual Teams will select their format and conventions of style.

Ambiguity

Environmental Impact Statement writers must avoid ambiguous statements in their writing. (Ambiguous writing is defined as writing which tends to leave itself open to alternative reactions or interpretations on the part of the reader.) The objective, analytical style of writing which is critical to a quality EIS can be crippled by ambiguous statements. Based on Bureau experience in preparing and reviewing EIS's, ambiguous statements are among the most common causes of editorial revisions to the EIS text, along with quantification which does not "track" or agree throughout the text and tables, and incorrect (or incorrectly stated) data.

An example of ambiguous writing (from a New Mexico PDEIS) is the phrase "intangible and minimal impacts." One of the definitions of "intangible" is "not measurable", in which case the word "minimal" is unsupportable as its definition implies some form of comparative measurement. The ambiguity here can be removed by revising the phrase to read simply "minimal impacts", which implies some level of measurement which can be supported by the analysis being made even if numerical quantification cannot be made. Skillful phrasing on the part of the Resource Specialist is necessary to avoid this type of literary ambiguity and to ensure that the reader will be making the correct interpretation of the material. The fact that the EIS is being written not only for the public but also for the decision-maker cannot be overemphasized; clarity and objectivity are essential to writing for these audiences.

Clarity of Text

The EIS is primarily intended for the decisionmaker and the decision-making process; however, it must also be written in a manner conducive to public understanding. Generally, existing guidelines (particularly the Interim Guidance) suggest that an EIS be written in a style and terminology understandable to "the average newspaper reader." This is somewhat misleading, as it is not necessarily intended to imply writing in the journalistic style. In its newspaper context, the journalistic style does not have the same intent or goals as the EIS "style" of writing. (This is not suggesting journalism is "bad" writing, but rather that the style is not particularly suitable to EIS work, nor is writing strictly for a newspaper-oriented audience.) This Handbook suggests that the best writing is that which expresses the meaning in as few words as possible, and that this "style" will be understandable to any of the Bureau's publics.

The style in an EIS should be defined in terms of language which strives for clarity, consistency, and objectivity. (Generally, the more direct way of stating something will be the most effective.) If a Team is prepared to assemble their materials in terms of simplicity, clarity, consistency, and objectivity, then the style and content will be understandable to the concerned audience. (Clear writing is a reflection of clear thinking.)

The necessity of maintaining the readability of an EIS also requires that the Resource Specialists must carefully review their written material to ensure that only that level of technical language essential to the average reader's understanding of the subject is retained. More technical data should be relegated to the Appendices (if critical to the EIS) or the background files. Generally, decisions regarding the readability of text material and the location of technical data will require coordination with the Writer-Editor and Technical Coordinator. Extremes are to be avoided--the Appendices should not be used as a "dumping ground" for material not really relevant to the proposed action or the analyses in the EIS. The general criteria for appendix material is that it should consist only of that material of a technical nature which is directly supportive of the analysis in the EIS text.

Like the text, the Appendices should contain only that material absolutely essential to the understanding of the proposed action, alternatives and the analyses; in this case, the material is more technical than the average reader may need, but may be vital to the decision-maker and/or reviewing personnel with expertise in the various resources.

In summary, the style of writing for EIS's should be directed toward clarity, simplicity, objectivity, and consistency, with most technical data relegated to the Appendix or background files and referenced as needed. Ambiguity should be avoided, as it can only lead to extensive revisions later. Where applicable, EIS material should serve as definitive expressions and explanations of the Bureau's environmental policies, procedures, and programs as related to each proposed action and its alternatives, and the environmental analysis process.

Editing

The Team Writer-Editor will be primarily responsible for ensuring that the EIS style, format, and content is consistent and readable throughout. Depending on how final copy is being produced (Mag Card, word processors, etc.) the mechanical functions may vary, but the basic editorial job remains the same--the Writer-Editor must maintain adequate editorial "management" or control over every single page of the document from cover to cover. (Responsibility is, of course, shared with other personnel in areas where the Writer-Editor is not an "expert" or where guidance or decisions are needed from the Team Leader or Technical Coordinator.)

Primarily, the Writer-Editor is concerned with the grammatical consistency, clarity, and accuracy of the text, the format of the document as a whole, and the steps needed to get the document printed, under the supervision of the Team Leader and Technical Coordinator. This editorial function is discussed in this Handbook in general terms, and is related to those functions which the Writer-Editor should be performing to produce a quality environmental document. The actual duties of a Writer-Editor will be assigned by the Team Leader for each EIS effort; however, this Handbook includes a broad range of editorial functions in order to provide as much guidance and information as is possible. The functions described in this Handbook are those the Writer-Editor should be able to perform as a member of an EIS Team.

The first step in the Writer-Editor function is to develop the necessary minimum acceptable standards of writing and rough visuals preparation which will be applicable to the document as a whole. This is usually accomplished in cooperation with the Team as early as possible in the EIS process. The Writer-Editor will be responsible for informing the Team of which editorial guidelines will apply to the EIS and for resolving language problems (such as selecting usages) in order to establish consistency of usage in the document. This Handbook will provide most of the guidance needed, supported by the CEQ Regulations and Bureau guidance and policy.

The function of laying the "groundwork" for EIS preparation should be directed toward the simple and economical wherever possible, and should include basic standards for the preparation not only of text material but rough visuals and tables also.

Once the actual writing commences, the Writer-Editor will be involved in a variety of editorial functions and in developing supportive material ("tracking devices") which allow the Writer-Editor to maintain accurate control of the document and its various components. This function breaks down into four main categories: copy editing; "house" or manuscript editing; format editing; and tracking of EIS components. These functions are tightly interrelated and concurrent activities. The actual amount of work required from the Writer-Editor to accomplish adequate editing and document control will vary with the complexity of the EIS, the availability of technical support from the cartographic staff, and the working relationship with the Technical Coordinator. For purposes of guidance, this Handbook assumes that the Writer-Editor will be performing the maximum range of activities related to editing and document management.

Copy Editing

Basically, copy editing is proofreading, with the attendant marking of text for revision by the typists. This involves checking of basic grammar, usage, consistency of style, and similar functions. The Writer-Editor is primarily concerned with the conformance of the written material to the minimum acceptable editorial standards already established, and with the grammatical "sense" and order of the sentences and paragraphs. EIS Teams should understand that the basic copy editing function should be primarily the responsibility of the Writer-Editor; however, the Resource Specialists should always edit their initial submissions of material so that the typists do not have to become "copy editors" for the Resource Specialists.

Manuscript Editing

Manuscript editing is sometimes called "house editing" by publishing companies and refers to editing and writing functions which go beyond the basic grammar and style editing discussed above. In the general situation, the Writer-Editor should not have to do much manuscript editing (rewriting) as the responsibility for major rewriting of sections lies with the Resource Specialists, particularly when those sections have been determined by the Team Leader and/or the review processes to be technically inadequate. Circumstances may arise on an EIS project where time may dictate that the Writer-Editor handle a particular rewrite or restructuring of major sections which does not involve any alternation of the technical "meaning" of the material.

Another type of manuscript editing situation (and one which occurs more often than the above example) would be when the Writer-Editor is assigned to assemble and write a complete chapter or section from rough material submitted by the various Resource Specialists. The depth to which the Writer-Editor will be involved in functions of this type depends entirely on his/her writing and editing skills and experience, and on the needs of the Team as expressed by the Team Leader or Technical Coordinator. (An example of this type of editing occurred on an EIS Team in Nevada. The Resource Specialists, primarily involved in writing Chapter 1, 2, 3 and 8, (under the usual critical time frame) assembled the basic data for Chapters 4, 5, 6, 7, and 9 on an individual basis as needed, and the Writer-Editor was assigned responsibility for converting this rough material into the final complete Chapters. Naturally, such in-depth editing and writing functions must be actively coordinated with the Team Leader, Technical Coordinator, and Resource Specialists to ensure the accuracy of the final product.)

Writer-Editors should be assigned responsibility for the final preparation of other areas of the EIS not directly related to the Resource Specialist functions, such as the Table of Contents, List of Illustrations, Preface, Summary, Glossary, References, Index, and the organization of the Appendix material.

This function of developing final materials and of re-structuring, editing, and writing various submissions into final form is the major portion of the manuscript editing functions. The Writer-Editor may also be involved in similar functions of in-depth revision and writing of EIS sections originally completed by the Resource Specialists. Again, this places the burden of cooperation and coordination on the Writer-Editor to ensure that the accuracy of the data is not affected by the Writer-Editor's revisions and/or reorganization.

Format Editing

Integral with the two previously discussed functions, format editing is concerned primarily with ensuring that the draft materials conforms to the selected format. This requires that the Writer-Editor develop whatever instructions to the typists are necessary to ensure that the Chapter headings and sub-headings follow the logical order needed, and that the Resource Specialists are submitting materials in the proper format. (The format will usually be simplified as the EIS progresses. More information on document layout functions are discussed in detail in the Handbook section on document layout.)

Rough Draft Editing

The initial hand-written rough drafts developed by the Resource Specialists should be edited at least once by the initiating Specialists prior to being submitted for typing. This initial edit will usually remove a number of errors from the material before it is typed or entered in the word processing equipment. This initial edit by the author can save considerable time, effort, and money later in the process by reducing the number of typing or word processing operations required to obtain final camera-ready copy. This initial edit also results in more professional submissions by the Resource Specialists and reduces the need for typists to act as copy editors in addition to their other duties.

Editorial Control

Because of the over-all involvement of the EIS Team Writer-Editor in the production of the EIS from the earliest writing stages to preparation for printing, it is essential to the EIS process that the Writer-Editor be assigned responsibility for, and maintain adequate control of, all phases of document production. (To a lesser extent, the Writer-Editor needs to maintain some control over visuals as well, although primary responsibility for their actual production rests with the Cartographic Technician.) In the sense used in this Handbook "control" means that the Writer-Editor must know where all parts of the EIS are, what stage of production they are in, what problems exist, what revisions are needed, and a multitude of other details essential to ensuring the continuity of the process and the production of a quality document that meets Bureau standards.

This document control function is a critical factor in the development of a quality EIS and a critical factor in the effecive functioning of the Team Writer-Editor. Adequate document control (keeping track of all text and visual components as they develop from rough originals to final camera-ready copy) provides for copy security throughout the process, reduces revision and typing time, simplifies the process of developing camera-ready copy, and is of considerable assistance to the Team in producing a quality EIS which represents the "best effort" of the Bureau.

The Writer-Editor's "Working" Copy

The primary document through which the Writer-Editor performs his/her functions is usually called a "working copy" of the EIS. This is basically a copy of the latest version (or "newest" revision thereof) of the document in which the Writer-Editor is maintaining the revisions to the document as they come up. Situations on EIS teams vary, but the general situation requires that the latest data and revisions should be kept in this working copy; the file copy maintained by the Office Manager is composed of the latest originals in an unedited state for backup, reference, and copy security.

In the general situation, the material from the working copy along with instructions concerning the changes to be made by the typists will be what the typists work from to produce final typed copy when updates are made. (If word processing equipment is being used to produce final copy, then the working copy may also include coding instructions.) EIS teams are reminded that there may be a necessity for EIS copies other than those being used by the Writer-Editor, but all changes to the document should be worked through the Writer-Editor, as he/she is the Team member most concerned with total document production in all phases, and is the logical point at which to centralize the revision of the EIS, regardless of where or from whom the change originates. (These actions occur under the supervision of the Team Leader or Technical Coordinator--the Writer-Editor is not necessarily working independently, but serves as the "hub" through which revisions are accomplished.)

The utility of maintaining a central EIS working copy for tracking text changes needs no explanation; however, this copy cannot function alone to maintain adequate control of document production. The working copy should be backed up by the file copies maintained by the Office Manager (in terms of document security) and additional items should be maintained by the Writer-Editor in order to accurately track various elements of the document while they are being revised, changed and developed into final copy. Basically, these additional items will be tracking tables or charts made by the Writer-Editor (xeroxed forms filled in by hand or similar devices) designed to display information related to the completeness of various functions or the location and status of EIS items which may not be under the Writer-Editor's direct control. These items are generally described as follows:

1. Tracking charts which list the tables, figures, and other visuals which will appear in the EIS. Information includes: title, number (2-1, Map A, etc.), state of completion, location in the EIS (page number) and items of this nature. These charts can be updated as the EIS moves through the various stages of production (PDEIS, DEIS, etc.). (See Illustration 7-1.)

2. If the EIS Team will be including page numbers in the references in the text ("see Chapter 2, Wildlife, p. 2- ") then the Writer-Editor should be maintaining a tracking chart listing every such reference so that none will be missed when the complete number is available for insertion ("see Chapter 2, Wildlife, p. 2-56"). An additional aid in this type of tracking is to have the typist place a check mark with a non-photo blue pencil in the left margin of the text on lines where page references occur. This will assist the Writer-Editor in tracking. (The use of word processors may not allow for in-text page number references.) An example page number tracking chart is included as Illustration 7-2.

3. A chart developed to assist the Writer-Editor in tracking comment letters, comments, and applicable areas of the EIS during the development of the Consultation and Coordination section. (This is covered more completely in the section on Public Participation.)

4. A copy of the EIS schedule and a list of Team Members with assignments and projected completion dates. The Writer-Editor can use this for tracking actual completion dates. (This chart is not intended to be a "you're late!" file, but is intended to give the Writer-Editor a feel for actual times involved in completing EIS sections and for projecting future EIS completion times.)

5. The Writer-Editor may also maintain rough copies of the Table of Contents, List of Illustrations, Summary, Index, etc., for checking page numbers and format (tracking) and for later development of final copy.

Writer-Editors are reminded that these devices are developed "in-house", should be oriented toward their particular situation, and can be modified to suit the specific needs of the Writer-Editor and the EIS Team in general. Development of these kinds of supportive tracking charts and lists can be time consuming; however, the advantages of using them to maintain accurate document control outweighs the disavantage of having to make them and continually update them. An additional benefit of maintaining an editorial working copy plus ancillary tracking charts is that the Team Leader or Technical Coordinator will have this material for reference in the absence of the Writer-Editor.

ILLUSTRATION 7-1

EXAMPLE
IN-TEXT REFERENCE
TRACKING CHART

C.	SECTION	REFERENCE	P#	CHANGES/NOTES
①	②	③	④	⑤
		① Chapter where reference appears. ② Section of Chapter where reference appears. ③ Exact reference & page number it refers to. ④ Page number where reference appears. ⑤ Any relevant notes.		
2	Veg.	Soil Groups Map, p. 2-41	p. 2-16	FES p. 2-16. Map p# shifts to 2-43
2	Wildlife	Vegetative Types Map, p. 2-18	p. 2-29	addition

ILLUSTRATION 7-2
EXAMPLE VISUALS TRACKING CHART

Fig. [✓ Map] Table	Title	Section	Chap	Image Size		% Red.	Page Numbers			Status			Location of Original	Source	Notes
				Vert.	Horiz.		PDES	DES	FES	W/E	Cart.	C.R.			
①	②	③	④	⑤		⑥		⑦		⑧			⑨	⑩	⑪
2-4	Vegetative Types	Veg.	2	10"	17"	—	2-5	2-7	2-7	1/15	3/15	3/20	CARTO.	Applicant	
2-5	Wildlife	Wildlife	2	"	"		2-17	2-17	2-19	1/18	3/1	3/20	"	—	

① Indicates if entries are maps, figures, tables.
② Full title of entry.
③ Section item is located in.
④ Chapter location
⑤ Size of item when printed.
⑥ Amount of reduction needed, if any.
⑦ Page number location of item.
⑧ Status of production: W/E - Writer-Editor has checked & forwarded to Cartographic Section; Cart. - Cartographic Technician prepares camera-ready copy; C.R.- "camera-ready" item is in graphics package and ready for printing.
⑨ Location of the camera-ready original.
⑩ Source of item, if not Bureau originated.
⑪ Any relevant notes.

Additional items which can be a valuable assistance to the Writer-Editor are:

1. A log book for maintaining day-to-day notes on items requiring attention (problems, errors discovered, coordinating activities carried on by the Writer-Editor, and any other information which would serve to keep the Writer-Editor in control of the document production.) This type of editor's log can be an invaluable aid in preventing editorial details from "slipping through the cracks."

2. A list of informational data which will be useful to the typists when a draft section will be typed. These are relevant instructions which the typists will need to be aware of when sections are being typed into final form such as format instructions, spacing requirements for in-text visuals, and special instructions to cover situations which may differ from procedures which have been used previously. Generally, the Writer-Editor prepares these items as a "cover sheet" which applies to the entire EIS when it is ready for retyping. This list of instructions can be revised as needed and disseminated to the Office Manager and typists.

3. Files which maintain example of materials developed in the preparation of the EIS. This material can often be used by the Writer-Editor as informational or training material which will be of considerable value both to the Writer-Editor and the Team, particularly when new personnel come aboard and the Writer-Editor is involved with familiarizing new personnel with current efforts, methods, etc. These types of files can be useful as "institutional memory", providing a record of useful, time-saving methods or good examples for future efforts.

In summary, the Writer-Editor must maintain a working copy of the EIS for revision purposes, and should maintain whatever ancillary tracking devices are needed to maintain adequate control over all aspects of document preparation. These materials should be maintained not only for the Writer-Editor's purposes but also to enable the Team Leader or Technical Coordinator to stay informed or find items in the absence of the Writer-Editor.

Retention of Copy

During the course of EIS preparation, the Writer-Editor usually amasses a large amount of edited "back copy" of various EIS sections. This material should be retained in a file by the Writer-Editor until the FEIS is released, in case back-up material is needed to track down any errors or omissions.

Once the FEIS has been filed and released to the public, the Writer-Editor's file material may be disposed of. (Official file copies, usually maintained by the Office Manager, remain part of the office files. The materials collected by the Writer-Editor are usually not needed in this file.)

As mentioned previously in this section, some Writer-Editor file material may be useful as examples or training aids for future projects (particularly since there is usually a high turnover rate in EIS Team personnel). The Writer-Editor should be aware of the utility of keeping good example materials in order to reduce the time, effort, and money expended on future efforts and to reduce the potential for repeating errors or time-consuming procedures.

Proofreading

Proofreading of typed material is essential to maintaining continuity and quality in an EIS. There are two basic proofreading systems used in the EIS process, and the EIS team may choose to do both. One system uses two people to proof the document, usually the typist and the Resource Specialist who prepared the copy. The other system allocates the proofreading function to the Writer-Editor who may or may not use another person to assist in proofreading.

In the first system, the typist reads aloud from the original copy while the Resource Specialist follows the new typed copy. To attain as much accuracy as possible, the following guidelines should be followed:

1. Always read from the original copy to the typed copy.

2. Punctuation marks as well as words should be read aloud.

3. Careful consideration should be given not only to the text but also to the language used on any tables or other illustrations.

4. Word divisions at the end of lines should be checked for accuracy.

5. Corrections should be made using the same editorial marks used by the Writer-Editor. Exercise care in their placement and usage to avoid additional errors in retyping.

6. If the material is lengthy, plan rest periods to break the monotony.

In the second system, the proofreading function is an integral part of the general editing of text. Depending on the time available and the needs of the Writer-Editor, a second person may assist the Writer-Editor, in which case the general guidelines above should be followed.

If the Writer-Editor is performing this function as an integral part of his/her general editing, then the following suggestions will be helpful.

1. Edit/proof one type of material at a time. The text (or portion thereof) should be edited as a unit, then the tables and other illustrations as a unit. Later in the process, the visuals should also be compared with the text to ensure that data on the visuals tracks with the text discussion. (This corresponds to the concept of a complete technical edit.)

2. Editorial preferences vary, but editors generally edit for the overall format and structure of the document or section first, and then edit more closely for grammer, usage, sentence and paragraph order, and overall consistency. Some editors prefer to do a complete edit of the document or a particular section all at one time. Regardless of method, the Writer-Editor must have the opportunity to completely edit the EIS from cover to cover prior to final development of camera-ready copy.

Based on the experience gained by previous EIS Teams, the Writer-Editor in conjunction with the Technical Coordinator, should be performing a complete technical edit of the document at least four times (at the PDEIS, DEIS, PFEIS, and FEIS stages) in addition to the piecemeal editing of sections as they are initially submitted. As the document approaches its final form through the EIS process, the technical editing will become more sophisticated and complete, and will result in an EIS which meets Bureau standards and is, in fact, the "best effort" of the Bureau. Complete technical editing of the document (particularly before printing) is a critical factor in producing quality documents. (Constraints of time may affect the opportunity for a complete final edit of the document.)

3. Editors, like anyone else reading a great deal of material, tend to skip over familiar words. Be sure to carefully look for spelling errors which may not be obvious at first glance. Foreign words (Latin names, etc.) should be checked against the source documents.

Although the Writer-Editor has the primary responsibility for the editing and proofreading functions, the Team as a whole is often involved in some general editorial functions, particularly the Team Leader and the Technical Coordinator who are reading and reviewing the document. Considering the complexity of the document and the usually short time frames involved, the more "eyes" going over the text the better. Other Team members and reviewers will pick up errors, which means additional changes, but the overall effect is beneficial to the document, and is certainly better than opening up the DEIS or FEIS fresh from the printer and finding errors which should have been caught earlier.

Proofreading Marks

To streamline the proofing, editorial, and typing functions of revising the document, the Writer-Editor should prepare a list of commonly used proofreader's marks for the use of the Typists and Team members. All revisions by Team members or the Writer-Editor should use these marks consistently to avoid confusion or errors during retyping. Most lists of proofreader's marks found in style manuals or other handbooks (particularly those used in the GPO manual) contain the full "technical" set of marks which are primarily intended as instructions to a printer, and are seldom applicable to EIS text revisions where instructions are being made primarily for the information of the Typists. Therefore, the Writer-Editor should select those marks most commonly used or applicable to the EIS text revision process when developing an "in-house" list. A table of common proofreading marks is included in this section as Illustration 7-3.

ILLUSTRATION 7-3
BASIC PROOFREADING MARKS

MARK	INSTRUCTION	EXAMPLE MARK	EXAMPLE CORRECTION
ꝺ OR ꝺ	OMIT: Usually used with one letter or word. For longer material, line out.	Wo~~o~~rd The house ~~on the hill~~ is green.	Word The house is green.
^	INSERT: Carat mark used primarily to indicate exact point of error or change. Supplemented by marginal or line notation if necessary.	The Bureau ^ System. Planning	The Bureau Planning System
⊙	INSERT PERIOD: Used to break a longer sentence or where material has been deleted.	...no impact⊙ ~~and~~ the deer would...	...no impact. The deer would...
⁀‿	CLOSE-UP: Remove space between words or lines.	Where is ⁀‿ the dog?	Where is the dog?
#	LEAVE A SPACE: If more than one space is needed, indicate number of spaces to be left.	When#environmental statements are...	When environmental statements are...
¶	PARAGRAPH: Indicates begin new paragraph.	...houses for sale.¶The prime interest rate will affect...	...houses for sale. The prime interest rate will affect...
No ¶	NO PARAGRAPH: Usually used when text runs over to following page in the middle of a paragraph.		
(text) ◯ (margin) sp	SPELL OUT: Circled word or number should be spelled out. Circle is usually accompanied by mark "sp" in margin.	The ③ boys. sp The (t.l.) corridor... sp	The three boys. The transmission line corridor...
(text) ------ (margin) STET	STET: Used to indicate error of deletion or change - material lined out or changed is to be left as originally written.	stet Approximately 912 acres ~~of soil~~ would be disturbed.	Approximately 912 acres of soil would be disturbed.
CAPS (margin)	CAPS: Letters or words should be typed in all capital letters.	Wildlife CAPS	WILDLIFE
≡ (text)	CAP: Underlined letter should be capitalized.	utah juniper	Utah juniper
caps/lc or c/l	CAPS/lc: Indicates first letters of principal words are capitalized.	national environmental policy act c/l	National Environmental Policy Act
(text) ⊔⊓ (margin) tr	TRANSPOSE: Usually accompanied by mark "tr" in margin. Lengthy transpositions should be rewritten.	trailer horse tr	horse trailer
→	MOVE: Arrow indicates shift of position. Material to be shifted should be clearly identified, usually by circling.	the entire area that would be affected by the powerplant under study	The entire area under study that would be affected by the power plant.
= (short lines)	HYPHENATE: Insert hyphen where indicated.	acre=feet	acre-feet
[ ] ⊓ ⊔	MOVE LEFT, RIGHT, UP, OR DOWN: Mark expands to indicate amount of material moved.	The entire area under study that would be affected by the power plant.	The entire area under study that would be affected by the power plant.
‖	ALIGN: Shift material to vertical alignment (column or paragraph order).	22,684 ‖31,486 ‖ 52,721	22,684 31,486 52,721
═ (long lines)	ALIGN, STRAIGHTEN: Shift material to horizontal alignment (sentence or stub order).	The dog is asleep.	The dog is asleep.

NOTES:

1. Punctuation insertions are often shown with the carat mark (^ ^ ^).
2. No proof mark is intended to supplant short accurate marginal notes in situations where such instruction may be necessary.
3. Long changes or insertions can be written on note paper and clipped [illegible] pplicable page to avoid crowding a page with marginal notes. Indicate exactly where material applies.

Preferred Standards of Grammar and Usage

This section discusses those rules and usages of standard English which are most relevant to producing quality environmental documents. Writer-Editor functions in relation to applying these standards and in keeping the EIS team informed of preferred usages are also included where necessary.

Rules of English usage are not covered in detail in this Handbook. Writer-Editors are expected to use the existing style manuals (particularly A Manual of Style) or acceptable English handbooks as needed for this type of material. Resource Specialists are selected for EIS Teams partly on their writing skills, and this Handbook is limited to discussing areas where writers may be on unfamiliar ground, where the Writer-Editor may not have immediate references available, or where a preferred standard needs to be established.

Spelling

Spellings of words are determined by reference to the standard available dictionaries. In cases where there are alternate spellings, the dictionary will usually indicate the preferred spelling by listing it first. The Writer-Editor may need to assemble a handout sheet which lists preferred spellings to be used consistently throughout the EIS, and update the list when necessary. (An example: archeology, archaeology. The general trend is toward use of the latter version, but either is correct. The key here is to use one version consistently throughout the EIS.)

The editors of the Webster's series of dictionaries recommend the use of the New Collegiate version, as this dictionary represents their latest thinking on the subject of spelling and word division. However, their Third New International dictionary has a front section with a comprehensive guide to spelling, plurals, compounding, capitalization, and punctuation which may be of considerable use to the Writer-Editor.

Along with the list of preferred spellings, the Writer-Editor should include a list of terms unique to the EIS which are to be carried throughout by the Resource Specialists. For example, the term "EIS Area" may be preferred over "Study Area", in which case this should be added to the preferred usage list. Other items on the list may include references to place names or to other terms unique to the particular EIS. Names of particular places may have to be researched by the Writer-Editor in order to ensure that the correct terms are being used in the statement. (Spelling rules are covered in A Manual of Style, p. 128.)

Compound Words

The subject of proper formation of compound words is a difficult one, primarily because of the methods by which compounds are made; open compound (power plant), closed compound (clearinghouse) and hyphenated (decision-maker). The problem is made more difficult in that some words used in the Bureau are not being consistently used in the manner the dictionary specifies; an example being "multiple use", which should be "multiple-use." The justification here is that the general trend of English usage over the past 30 years has been toward eliminating minor punctuation. The absence of a hyphen does not affect the meaning of the term "multiple use"; however, there are occasions where the absence of a hyphen can affect the meaning, and in these circumstances the compound should always use a hyphen. This is the basic criteria for using hyphens in compound words: if the compound is ambiguous or misleading without the hyphen, then a hyphen should be used. Reference to one of the larger dictionaries will show that for every "rule" of compound formation there will be numerous exceptions. Therefore, the Writer-Editor may be in the position of making some arbitrary decisions on compounding. The Writer-Editor should, if necessary, assemble a list of compounds with their preferred usages for the EIS. (These items should be included with the spelling and usage sheet and distributed to the EIS Team.) Because of the complexity of the rules for this subject, this Handbook cannot delineate the entire subject. The editors of Webster's recommend reference to their New Collegiate edition (1976) which contains their latest thinking on the subject of compounding.

Capitalization

The standard rules governing capitalization apply to EIS documents (basic rules of capitalization, and those covering special circumstances are covered in the GPO Style Manual, pp. 23-59.) but there are additional areas where capitalization of items may be used in the EIS for clarity or to make an item "stand out" for the reader, as with capitalization of certain terms used in this Handbook.

Examples of this type of capitalization would be table names referenced in-text (Table 2-1, vice table 2-1) and in areas of the text which reference other areas of the document (See Chapter 2, Wildlife, vice See chapter 2, wildlife). This type of capitalization is a reader-convenience item, not necessarily a rule of English usage. Note that general EIS usage specifies all caps for the actual title on a table as follows:

TABLE 2-8
WILDLIFE SPECIES

When referenced in the text, the item uses only initial capitals (See Table 2-8, p. 2-65.) or (See Table 2-8, Wildlife Species, p. 2-65.)

Other general rules of capitalization can be found in the style manuals, dictionaries, and English grammar books. The Writer-Editor is responsible for checking EIS sections as needed for correct usage of capitalization and other items.

Use of Numerals Within the Text

A Manual of Style covers the usage of numerals in text material on pp. 195-207. According to this manual "there is no simple, consistent system of style for the use of numbers in textual matter." However, the same manual contains a good list of guidelines for numeral usage. It is highly recommended that Writer-Editors follow these guidelines wherever practicable. The GPO Style Manual also covers the use of numerals. (See Illustration 7-4 at the end of this section.)

NOTE: THE USE OF NUMERALS FOR PAGE NUMBERING OF TEXT AND VISUALS AND THE SYSTEMS FOR PAGINATING DOCUMENTS FOR THE PRINTER ARE COVERED IN SECTION 8, P. 8-19, AND SECTION 12, P. 12-11.

> "Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter." (GPO Style Manual, p. 169.)

Numbers are spelled out in certain instances, usually for reasons of typographical appearance. The general rules are listed below.

1. Numbers less than 10 are spelled out, except for units of time, measurement, or money. Numbers 10 or larger are expressed as figures except when used as the first word of a sentence.

EXAMPLES: ...three species, 12 horses
forty-seven animals...

2. Units of time, measurement, or money are always expressed in figures.

EXAMPLES: ...two 1-mile transmission lines
would be built in 4 months.

3. Ordinal numbers (numbers designating position in a sequence) under 10 are spelled out; figures are used for 10 and over.

EXAMPLES: ...third district, 15th ward...
but, ...the 5th and 19th squadrons...
(numbers are used consistently within a sentence particularly when they appear close together.)

4. Fractions standing alone or followed by the phrases "of an" or "of a" are usually spelled out.

EXAMPLES: ...one-half inch, but ½-inch tubing.
...three-fourths of an inch.

5. Some units of time are spelled out.

EXAMPLE: ...five centuries...

6. Large sums of money should be partially spelled out.

EXAMPLE: ...$2.7 million...

7. Numbers less than 100 preceding a compound modifier containing a figure are spelled out.

EXAMPLES: ...fifty 6-inch pipes...(6-inch is the compound modifier) but: ...120 6-inch pipes.

8. Related numbers close together at the beginning of a sentence are treated alike.

EXAMPLE: Twenty to thirty horses...

9. Numbers raised to a power (10^{-6}, 10^{8}) are generally restricted to the tabular matter and not used in the text except when a mathematical formula is being used.

EXAMPLES: The powerplant would use 53 million gallons of water. (Not ...53 X 10^{6} gallons...)

10. Large numbers (millions or larger) are partially spelled out (5.5 million vice 5,500,000) unless the number contains more than two decimal places (5,568,000 vice 5.568 million). Numbers less than 1 million should be all figures (365,800).

11. Figures should be used for latitude, longitude, ratios, pro-por-tions, highway identifiers, dimensions, and speeds.

EXAMPLES: 21^{o} 30', 6:4, Interstate 25, 5 mph, and (in tables only) 5' x 2'.

The main exception to these rules of numeral usage occurs when two numbers (normally governed by different rules of usage) appear close together in a sentence. In this case the two numbers are displayed in a manner consistent with each other.

Units of Measurement

The most common problem EIS teams have experienced with using units of measurement has revolved around whether to use metrics or standard U.S. measurement.

As an experiment, one PDEIS used U.S. measurement with metric equivalents in parentheses. This was found to be unworkable, as it greatly increased the size of tables with numerical data and cluttered the text with too many parenthetical insertions, making the text less readable.

This Handbook recommends that the EIS Team select one or the other systems of measurement and use this consistently in the EIS. A table of metric conversions should be developed and included in the EIS so that the reader has the conversions available. This conversion table could be placed on the inside of the back cover or added to the EIS back matter.

Use of Scientific Names

The use of the Latin name for species of plants or animals is often necessary in an EIS, and is governed by one basic rule: Latin names should be typed either in italics or in standard type with an underscore if italics are unavailable. (Italics are preferred.)

Eriogonum ripleyi

Eriogonum ripleyi

Depending on the use being made in the text, the Latin name can be followed by the common name in parentheses or vice versa.

Eriogonum ripleyi (wild buckwheat)

wild buckwheat *(Eriogonum ripleyi)*

The first word of the Latin name (genus) is always capitalized. The species name (second word) is never capitalized, even if derived from a proper noun *(Lepus americanus)*. If the species has no common name, this should be indicated by the term "ncn" in parentheses.

Astragalus titanophilus var. *barneby* (ncn)

Note that the abbreviation "var." (for variety) is not underscored or italicized nor is (ncn). Common names begin with a lower case letter unless a proper noun is involved (desert horned lizard, Mesa Verde night snake.)

Punctuation

In the preliminary stages of an EIS, punctuation has often been the primary problem related to adequate structuring of sentences and paragraphs. This problem usually arises because of a misunderstanding concerning the purposes punctuation is intended to serve. Generally, punctuation is a visual cue to the reader of the pauses, stresses, and inflections of spoken language, and is therefore intended to clarify the meaning of printed language. Punctuation should be as uniformly used as possible;

however, punctuation is largely a matter of judgement and not of exact rule. A general rule of writing is that a well-planned structure of sentence and word order requires a minimum of punctuation, and the trend of writing in general has been toward using less punctuation where possible. This general trend is, of course, modified by the technicality of the material in an EIS, and the needs of the authors for specificity to ensure that the reader is not mislead by ambiguous statements or awkward sentence structures.

Areas where EIS writers have experienced problems are discussed in this Handbook. Additional material is covered in A Manual of Style, pp. 102-126, and in the GPO Style Manual, pp. 137-151.

Comma: The comma is the most commonly used punctuation mark and is intended to indicate only the smallest pause or interruption in the continuity of thought or sentence structure. With the exception of the rules listed below, use of the comma is primarily a function of good judgement on the part of the writer. (The end view of any punctuation usage is ease of reading and understanding.)

1. Clauses of a compound sentence joined by a conjunction use a comma before the conjunction unless the clauses are very short and obviously closely related.

EXAMPLE: The EIS was completed in March, but the Secretary determined a supplement would be required.

Steve wrote the section_and George edited it.

2. Commas are used between short independent clauses and before the conjunction between the last two clauses.

EXAMPLE: The preparation plan was presented to the reviewers, the reviewers revised the plan, and the plan was forwarded to the Director.

3. Writers should exercise care to distinguish between a compound sentence (two or more independent clauses) and sentences containing a compound predicate (two or more verbs having the same subject). The general practice is not to use a comma between the parts of a compound predicate.

EXAMPLE: He completed his sections_and volunteered to assist with the remaining material. (Completed and volunteered is the compound predicate. A comma does not appear before "and.")

The use of commas in special circumstances such as footnotes, in-text references, and bibliographies are shown in the appropriate sections of this Handbook.

Semicolon: A Manual of Style indicates that a "semicolon is used to mark a more important break in sentence flow than that marked by a comma" (p. 117).

1. Primarily, the semicolon is used between the two independent clauses which are not connected by a conjunction.

> EXAMPLE: The Applicant's preferred route is Segment A and B; the route which generally follows Highway 8A is Segment B and C.

2 A semicolon is used when adverbs (then, however, thus, hence, etc.) rather than conjunctions are used transitionally between the clauses of a compound sentence.

> EXAMPLE: ...the Public Service Commission granted a permit for Unit #1; however, this same order denied construction of Unit #2.

3. When the clauses of a compound sentence are long or "are themselves subdivided by commas, a semicolon may be used between them even if they are joined by a conjunction." (A Manual of Style, p. 117.)

> EXAMPLE: The EIS, which had already reached the PFEIS stage, was determined to need further revision in some areas; the EIS team indicated the schedule could still be met, but only if the assistance of the SO staff could be obtained.

4. Semicolons are often used for clarity when a sentence involves items in a series and contains other internal punctuation.

> EXAMPLE: The attendance at the meeting (held in the State Director's Office) was as follows: P&ECS, 6; Division of Resources, 4; Division of Technical Services, 3; Procurement and Supply, 2; Accounts Section, 1.

Additional usages of the semicolon are covered in A Manual of Style, pp. 117-118.

Colon: "The colon is used to mark a discontinuity of grammatical construction greater than that indicated by the semicolon and less than that indicated by a period." (A Manual of Style, p. 118.) The primary use of the colon is to "emphasize a sequence in thought between two clauses that form a single sentence or to separate one clause from a second clause that contains an illustration or amplification of the first. "(A Manual of Style, p. 118.) The most common usage of the colon in an EIS is to introduce a list or a series.

EXAMPLE: Mitigating measures are presented in this chapter under the following headings: measures required by Federal agencies; measures required by State, county, or local agencies; and Applicant-committed measures.

Further uses ot the colon are shown in A Manual of Style on pp. 118-120. From the examples given and the definitions used, the reader can see that a large part of the usages of the colon and semicolon is dependent on judgement and common sense. Usages of the colon for footnotes or references are illustrated in this Handbook under those headings.

Parentheses: Generally, parentheses may be used to set off digressive or amplifying elements of a sentence. In many cases they can be interchangeable with dashes or commas, but parentheses are used primarily in cases where the phrase has a more remote relationship to the logic of the sentence than material set off by commas. The use of dashes in EIS text material is discouraged, so parentheses are preferred in EIS's.

EXAMPLE: The impacts to wildlife (discussed in Chapter 3) are... (The parenthetical material does not affect the logic of the sentence if removed; it is there primarily as a help to the reader.)

Parentheses may also be used to set off numerations run into the text.

EXAMPLE: All operations will be conducted in such a manner as will avoid (1) blockage of any drainage system; (2) changing the character...

Other uses of parentheses are discussed in A Manual of Style, pp. 124-125.

Dash: Generally, the use of the dash is discouraged in textual matter where parentheses will do as well. However, two circumstances do occur in EIS's which call for the use of the dash (as differentiated from the hyphen, which is discussed in the following subsection.) The primary use of the dash is for indicating continuing or inclusive numbers.

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EXAMPLE: The Applicant's preferred route is Segment A and B; the route which generally follows Highway 8A is Segment B and C.

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EXAMPLE: ...the Public Service Commission granted a permit for Unit #1; however, this same order denied construction of Unit #2.

3. When the clauses of a compound sentence are long or "are themselves subdivided by commas, a semicolon may be used between them even if they are joined by a conjunction." (A Manual of Style, p. 117.)

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Dash: Generally, the use of the dash is discouraged in textual matter where parentheses will do as well. However, two circumstances do occur in EIS's which call for the use of the dash (as differentiated from the hyphen, which is discussed in the following subsection.) The primary use of the dash is for indicating continuing or inclusive numbers.

EXAMPLES: 1959-1965 (but: from 1959 *to* 1965)
pp. 143-271 (this is the "en" dash;
in typing, the equivalent of the
hyphen key.)

The en-dash is also commonly used before the abbreviations i.e., or e.g. (Latin: *id est* - that is; *exempli gratia* - for example) when these are used in a sentence. The English equivalents of these terms are preferred in EIS work but the abbreviations can be used to break up repetitiveness. (The en-dash in typing is the same as a hyphen as far as size. A double hyphen is keyed for the larger "em" dash, which is seldom used.) A comma can also be used in place of the hyphen in this situation. Either method is acceptable, as long as they are used consistently throughout the EIS.

Other more specialized uses of dashes are found in *A Manual of Style*, pp. 120-123.

Hyphen: The major uses of the hyphen are in the formation of compound words and, in typing, as a substitute for the "en" dash. The formation of compounds is one of the more complex aspects of the English language and cannot be adequately covered in this Handbook. The reader is referred to relevant dictionaries and grammar texts which cover the multiplicity of rules on this subject.

Ellipses: The general use of the ellipses in an EIS is to indicate any omission of a word, phrase, line, or paragraph from a quoted passage. Basically, the ellipses is three periods printed on the line of type.

EXAMPLE: "The wild horses ...were found
to be concentrated in the Cold
Springs area."

An ellipses at the end of a sentence would be followed by a period: ....

Decimals and Percent: The use of decimals in EIS material is covered by one basic rule: use no more numbers to the right of the decimal point than the precision of the data itself warrants. For EIS work, two decimal places is usually sufficient, although in highly technical material three may be necessary. The use of percent relates primarily to the sign itself (%). The term "percent" is spelled out in text material and % is used in tabular material to conserve space.

Apostrophe: The primary use of apostrophes (other than normal grammatical uses) in the EIS is with acronyms. The general rule is that acronyms ending in "s" use an apostrophe when they are plural (EIS's) whereas other acronyms do not (AUMs). (Acronyms in the possesive case use an apostophe (BLM's)). General grammatical rules for the use of the apostrophe are contained in *A Manual of Style*, pp. 129-130.

Would, Will, Should, and Could

Because the EIS is oriented toward a proposed action, the word "would" is normally used when describing actions which occur as a result of the proposed action. (If the action is implemented, various results would occur.) The main exception to this usage is when mitigation measures are being discussed. Mitigation is a "must do" action and, therefore, is discussed in terms of the "will". (If the proposed action is implemented, various mitigative actions will be performed.)

The words "should" and "could" are often substituted for "would," as if the three terms were exactly synonymous, which they are not. "Should" is seldom used in EIS's, particularly in the context of describing the results of implementing the proposed action or alternatives. "Could" is a word which can be used; however, "could" (past tense of "can") suggests far less certainty than "would." For example: "It is assumed that by providing additional water facilities, and more closely monitoring the wildlife populations, the proposed action could cause the optimal deer populations to be reached." Here it is stated that the proposed action is providing conditions under which a stated level can be approached; however, limiting factors not controlled by implementation of the proposed action may affect the potential for achieving the stated goals, and the word "could" is therefore appropriate in this context.

Writer-Editors and writers need to be aware of the distinctions between these words: "would" is the most commonly used, and is the preferred usage, suggesting relative certainty; "could" can be used when limiting factors may affect results; "should" is never used in EIS writing (in this context); and "will" is used in conjunction with describing mitigating measures, standard operating procedures, etc.

An alternative to using "could" is to use "would," with the addition of words which explain possible exceptions or other conditions. For example, using the previous example sentence: "...the proposed action would cause the optimal deer population to be reached, unless limiting factors outside the scope of the proposed action have an effect."

Affect and Effect

Affect is a verb meaning "influence." Effect is usually a noun meaning "result," but can also be a verb meaning "to cause" or "bring about." These terms are not synonymous and should not be used in EIS text as if they were. Effect's primary use is as a noun. The use of "affect" as a verb is preferred over "effect."

That and Which

According to the CBE Style Manual (p. 19), "precise usage favors 'that' to introduce a restrictive (defining, limiting) clause and 'which' to introduce a nonrestrictive (nondefining, descriptive) clause." Clarity is enhanced by being aware of the distinction between these relative pronouns and the clauses with which they should be used.

EXAMPLES: The horse that lived near Cold Springs was eight years old. (The clause identifies a specific horse.)

The horse, which lived near Cold Springs, was eight years old. (The clause merely provides additional information.)

"And/Or"

The use of "and/or" in a sentence is usually and unnecessary combination as one or the other word will cover all possibilities within the particular sentence (this or that; this and that). There are situations where "and/or" is correct and useful, and in EIS writing use of this phrase should be restricted to those circumstances where it is an effective and grammatically useful phrase.

Ensure, Assure, and Insure

These three words are often misused in EIS's because they share a synonymous or nearly synonymous definition. However, not all their definitions are synonymous. The primary definition of assure is "to give confidence to" and it is also synonymous with insure in the sense of "to make safe from risk." The personal connotation of assure ("assurance") is usually not necessary in an EIS. Insure is usually defined as "indemnifying against loss", although within the British Commonwealth the term is used synonymously with ensure, meaning "to make sure." Ensure is primarily defined as "to make sure", and it is the preferred usage in EIS writing under the majority of circumstances.

Regardless and Irregardless

Regardless is always the correct word. Irregardless, a non-standard word probably stemming from combining regardless and irrespective, contains both a negative prefix ("ir-") and a negative suffix ("-less") and is, therefore, a type of double negative and is incorrect usage.

Threatened or Endangered Species

EIS writers need to excercise care in the use of terms "threatened and endangered' and "threatened or endangered" species. Both terms can be correct, but only under specific circumstances. For example, the Federal Register list of these species is a list of threatened species and also a list of endangered species; therefore, the term threatened and endangered is correct in this and similar contexts. In the text of an EIS, the affected environment section (for example) would discuss species which are threatened or those which are endangered (a species cannot be both). The correct reference in this situation would be to use threatened or endangered species. This particular usage will require careful attention on the part of EIS writers and Writer-Eiditors, as the terminology using "and" is commonly used by Federal and other agencies regardless of applicability.

ILLUSTRATION 7-4

CROSS-REFERENCE LIST FOR STYLE MANUALS AND BLM MANUALS BY PAGE NUMBERS

SUBJECT AREA	A MANUAL OF STYLE	CBE STYLE MANUAL	GPO STYLE MANUAL	INTERIM GUIDANCE [a]	BLM 1792, APP. 4 [b]
ABBREVIATIONS/ACRONYMS	315-336	47-50; 219-248	149-168	29	16
APPENDICES				37	
BIBLIOGRAPHIES	371-388	152-165			
CAPITALIZATION	149-194		23-59		
COMPOUND WORDS/WORD DIVISION	130-139	43-45	73-129		
CROSS-REFERENCING	35				
DOCUMENT FORMAT				22	11
EDITORIAL FUNCTIONS	39			40	22-23
ES CONTENT				74-119	37-68
FAULTY WRITING				31	
FOOTNOTES	337-370	132	227-230		
GLOSSARIES				29	16
HEADINGS/SUBHEADINGS				26	15
INDEX	399-430		227-230		
OUTLINING				23	12-14
PAGE NUMBERING	22			38	21
PRINTING				49-53	28-29
PROOFREADING/PROOF MARKS	70-76	188-194	4-5		
PUBLIC PARTICIPATION					30-36
PUNCTUATION	103-126	27-43	131-147		
REFERENCES				33	18
RUNNING HEADS	21				15
SPACING REQUIREMENTS	30				
SPELLING	128-146		61-72		
TABLE OF CONTENTS			227-230	38	21
USE OF NUMERALS	195-207	50-56	179-185	29	
USE OF TABLES/FIGURES/ILLUSTRATIONS	273-294	136-142; 143-151	187-221	34-37	19-20
WORD USAGE		17-26; 205-218			16-17
WORD PROCESSING				46-48	
WORKFLOW PROCESS				43	23-28
WRITING STYLE				22	11

[a] Examples of ES-related materials appear on pp. 120-155.

[b] Examples of ES-related materials appear on pp. 69-109. Also see WO Instruction Memo 76-521.

8

DOCUMENT LAYOUT

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8. DOCUMENT LAYOUT

This section discusses the editorial aspects of developing the various components of the environmental document itself, apart from considerations of language, usage, and style.

The format of the EIS is dependent on the following factors:

1. The requirements of the CEQ Regulations.

2. The outline of the text material as developed by the Team - i.e., the topical outline of section heads, subheads, etc., which need to be carefully structured so that the components are easily interrelated to the whole and follow the basic format requirements of the CEQ Regulations (1502.10-1502.18).

3. The type of information to be displayed in areas other than the text such as tables, figures, photographs, and maps.

4. The skills and technology immediately available to develop visuals.

5. The equipment available to type the text.

6. The need for clarity and objectivity to assist the general public, reviewers, and decision-makers in easily understanding the central focus of the EIS - the analysis of the potential impacts of the proposed action and alternatives on the environment.

As with every other aspect of document preparation, the key to document layout rests with the timely and complete cooperation of the Team as a whole, regardless of which Team member(s) bear the final responsibility for completion of the various document components in preparation for printing. The Writer-Editor is usually assigned the primary responsibility for the final "look" of the EIS, but this function would be impossible without the cooperation of the Resource Specialists in determining information which needs to be displayed, the Cartographic Technician in developing the visuals and the methods of graphic display, and the Team Leader/Technical Coordinator in solving problems and conflicts at the earliest possible time. In this situation, the Writer-Editor becomes the "hub" of the Team organization through which the various aspects of document layout are controlled, and through which the final camera-ready product is developed.

Generally, the aspects of the document layout are related to the aesthetics of display. Aesthetics, in this sense, is related less to literary or graphic "art" than with developing a method of information display which allows the content of an EIS to be presented to the reader in a clear, concise, logically organized, and objective manner. As in most EIS preparation situations, the "ideal" display of information must be balanced against the available technology and time and the cost-effectiveness of the various methods of preparation available.

Although certain aspects of developing tables or minor visual displays are covered in this section, the major aspects of preparing visuals are outside the scope of this Handbook. General guidelines and standards are included in the sections on Visuals and Printing.

As with previous sections of this Handbook, the organization of this section is related to the "minimum acceptable standards", and nothing in this Handbook is intended to restrict the ability of the EIS Team to meet unique circumstances with new or better methods.

The reader should be aware that the CEQ Regulations have changed the format of the EIS as used by the Bureau and also allows for the preparation of a "short" final EIS. Guidance and policy concerning the CEQ Regulations will be incorporated in this Handbook as this information becomes available. (A general discussion of the new Regulations is contained in Section 2 of this Handbook. Reference should also be made to the NMSO CEQ Task Force Reports, the first of which, NMSO Instruction Memorandum 79-335, is included in Section 2 of this Handbook.) The material covered in this Handbook section will be basically applicable to any EIS regardless of format.

This section is organized so that items generally applicable to the whole EIS are discussed first, with specific sections of an EIS (with special standards or requirements) covered in the latter half of the section.

EIS Outline

The basic outline of the EIS is usually derived from the numerical outline developed in the EIS Preparation Plan. The outline will provide the basic format which the Resource Specialists will be following in writing their "first draft" materials. As with the text itself, the outline will be modified as the writing proceeds and the EIS becomes "finalized."

A Roman numeral outline format should not be carried into the PDEIS, although first draft written materials may be identified by outline numerals for the convenience of initial typing and format organization. (See the section on Workflow, p. 6-1.) The Writer-Editor is responsible for converting the numerical outline into a topical outline of headings and subheadings which becomes the document format and for modifying and finalizing the format as the EIS proceeds to camera-ready. The process of developing the EIS through its various stages will often cause subheadings to drop out and the material in them to be incorporated into superior sections. This is a recommended procedure, as the fewer subheads used the easier the format is to control from the editorial standpoint, and the easier it is to follow from the reader's standpoint. Writer-Editors should use every opportunity to simplify the document format, although the complexity of the proposed action and impact analysis will be the primary factors which will determine the need for subheadings.

An example conversion of a numerical outline to a topical outline is covered in Illustration 8-1. The spacing requirements which the typists would follow in setting up the document are indicated. The use of underscoring, centering between margins, colons, etc., can be developed to identify various sub-head levels. The example is general in nature, and can be modified as needed.

When developing a format for an EIS which is being typed with word processing equipment and which will be printed double-column, the differentiation between sections and subsections is made by varying the heading typefaces and to some extent varying their location (centered or at margin). This process is related to the coding of the text which instructs GPO's press as to how and what to print. The format for an EIS developed and coded on word processing equipment is pre-determined by the code system selected.

Text Layout

Some aspects of developing the text portions of the EIS deviate from standard procedures for the normal typing of sentences and paragraphs, and are discussed here in order to establish minimum standards.

Quoted Material

Quoted material in-text is governed by standard rules of English usage. Short quotations (three typed lines or less) are typed integral with the normal paragraph material and use quotation marks. Long quotes which will exceed three lines of typed text are set off from the preceding and following paragraphs by a double space, are indented and centered between the margins, and do not use quotation marks.

Both uses of quotations require a parenthetical phrase citing the source of the quotation if the source has not already been stated in the sentence or paragraph preceding the quotation. (Parenthetical referencing is discussed in a separate section below.)

Footnotes

The use of footnotes in the EIS text material should be avoided, as this standard method of including notes at the page bottom is both distracting and presents problems with typing. Most material which could be foot-noted can be included directly in the text in a parenthetical sentence or phrase, particularly citations of source material. This method is easier to use and read than the common method of footnoting used in scientific and technical texts. Footnotes are used primarily in tabular material (where space is limited) to indicate source material or explain methodology. The preferred method for setting footnotes in this case is to use letters instead of numbers (to avoid confusing the number with some portion of the tabluar material) and to block in the footnote with a combination underscore and solidus (slant). Footnote marks are set one-half space above the normal typed line...[a/]. An example of a footnoted table is included as Illustration 8-2.

ILLUSTRATION 8-1

SAMPLE CONVERSION FROM NUMERICAL OUTLINE TO TOPICAL OUTLINE FORMAT[a]

BASIC NUMERICAL OUTLINE FORMAT	Heading Identification[b]	Heading display Information [c]	BASIC TOPICAL OUTLINE FORMAT	Spacing Between Sections
II. Description of the Environment	Chapter Number and Title	Arabic Numeral, centered All caps (or spred caps)	2 DESCRIPTION OF THE ENVIRONMENT[d]	12 spaces from top of page. 2 spaces from chapter number.
A, EXISTING ENVIRONMENT	Section Head (A)	All Caps, Centered	EXISTING ENVIRONMENT[d]	4 spaces from end of preceding entry.
1. Wildlife	First Subhead (B)	Caps/lc, at margin, Underscored Text Begins at Margin	Wildlife	4 spaces from end of preceding entry. Text Begins 2 spaces below subhead.
a. Threatened or Endangered Species	Second Subhead (C)	Caps/lc, at margin, No underscoring	Threatened or Endangered Species	2 spaces below preceding entry. Text Begins 2 spaces below subhead.
(1) Raptors	Third Subhead (D)	Indented 5 spaces, Caps/lc, underscored, follow with colon. Text begins on same line as heading.	Raptors:	2 spaces below Preceding entry.
(a) Northern Bald Eagle	Fourth Subhead (E)	Indented 5 spaces, Caps/lc, no underscore, Follow with colon. Text begins on heading line	Northern Bald Eagle:	2 spaces below preceding entry.

[a] This system assumes word-processing equipment is not being used. With word-processing equipment (Linolex, etc.) Variations in type size and face will identify the various headings.

[b] Some editors prefer to identify headings as "A-level," "B-level," etc.

[c] This information (or a table similar to this) can be given to typists to assist in the conversion of outline. The Writer-Editor develops the conversion list.

[d] These headings are usually typed in by typists and then covered with varafonted headings of various sizes when document is prepared for printing. The Cartographic Technician usually prepares these headings from a list provided by the Writer-Editor.

TABLE 1-14
SUMMARY OF LAND REQUIREMENTS AND SURFACE DISTURBANCE (IN ACRES) a/

	Unit #1				Unit #2			
	Valmy to Austin segments (345 kv)				Valmy to Mira Loma segments (230 kv)			
	A b/	B	C	D	E	F	G	H
1. Total miles ROW corridor	51	45	56	54	74	90	11	103
2. Miles ROW in rough terrain	3	12	0	10	16	18	10	0
3. Total area within 140-foot with ROW (in acres)	865.0	763.2	949.8	915.8	1,255.8	1,527.3	186.7	1,747.9
4. Construction access (acres):								
a. Between towers	80.6	71.1	88.5	85.3	116.9	142.2	17.4	162.7
b. Outside ROW c/	13.8	55.2	--	46.0	73.6	82.8	46.0	--
5. Site construction (acres):								
a. Tower sites	3.4	3.0	3.7	3.6	4.9	5.9	0.7	6.8
b. Tension stations	11.5	10.1	12.6	12.2	16.6	20.2	2.5	23.2
c. Construction pads	0.2	1.0	--	0.8	1.3	1.4	0.8	--
d. Storage yards d/	5.8	5.1	6.4	6.2	--	--	1.2	--
e. Helicopter yards d/	10.2	9.0	11.2	10.8	--	--	2.2	--
f. Substations								
1. Austin	--	--	--	--	--	--	--	--
2. Mira Loma	--	--	--	--	--	--	1.8	--
Total surface disturbance (in acres)	125.5	154.5	122.4	164.9	213.3	252.5	72.6	192.7

a/ Given or known: (1) 190 foot ROW = 16.96 acres per mile; (2) centerline access trail 13 feet wide = 1.58 acres per mile; (3) towers - 4.4 per mile, average; (4) storage yards (at 35 mile intervals, average) 4 acres each, average; (5) helicopter yards - 10 mile intervals, 2 acres each, average; (6) tension stations - 2 mile intervals, 0.45 acres each, average; (7) tower sites - 0.015 acres each; (8) construction pads - 0.08 acres per mile of rough terrain.

b/ Segments A through H are indicated on the ES Area Map, p. 1-11 .

c/ Based on a factor of 1.9 per mile of ROW in rough terrain.

d/ The Valmy-Mira Loma transmission line would use areas previously cleared for a parallel line.

Basic Standards for Tabular Material

Tables developed for EIS's should adhere to the following basic standards in order to provide the best possible readability:

1. Tables should not be camera-reduced unless absolutely necessary.

2. Tables should use uniform table numbers and titles which are easily read. The centering, line arrangement, use of capitals and other structural elements of the titles should be consistent throughout the EIS. (See the following section on setting tables in-text.)

3. Tables should use uniform footnoting. (See preceding section on footnotes.)

A blank tabular example showing the basic format is included as Illustration 8-3.

ILLUSTRATION 8-3
BASIC TABLE FORMAT

1. TABLE 3-3
2. XXXXX XXX X XXX XX X
3. Key:

4.

5. Source:
6. (Footnotes, if any, or alternate position for table "Key.")

1. Table number: in all caps or bold type centered over table.

2. Table title: starts on separate line from table number. Also uses all caps or bold typeface and is centered over table.

3. Key to data in table body. If the key is extensive, or if the structure of the table requires the key to be footnoted to the table, then the key should appear below the source data.

4. Body of table. Footnotes in table body should use letters (a/) instead of numbers (1/) to avoid any possibility of confusing numerals as part of tabular data.

5. Source of table should be noted if table was developed from sources other than the Team.

6. Footnotes or key placed immediately following table body.

TABLES SHOULD ONLY BE REDUCED TO FIT ON A PAGE WHEN NECESSARY. IF A TABLE IS REDUCED, THE WRITER-EDITOR SHOULD ENSURE THAT THE TITLE MATERIAL IS STILL HIGHLY READABLE. SOME EIS'S HAVE LEFT TITLES IN NORMAL TYPE SIZE, REDUCING ONLY THE BODY OF THE TABLE ITSELF. THIS PROVIDES UNIFORM TABLE TITLES THROUGHOUT THE EIS, AND ENSURES THEIR READABILITY. (See Section on Setting Visuals In-Text.)

Text Type and Arrangement

The type sizes and arrangement of lines of text on the page are determined primarily by the typing or word processing equipment available to the EIS Team. Word processors may allow for more variations in text arrangement than typwriters, and may have the capability for variations in type size not available with Mag Card or similar equipment.

The basic concern of the Writer-Editor will be how the text will be set on the pages of the EIS. Depending on available equipment, the basic choices would be:

a) single column, left justified
b) single column, left and right justified (word processors only)
c) double column, left and right justified (word processors only)
d) triple column, left and right justified (word processors only)

Paragraph arrangements would be either block paragraphs or indented paragraphs. EIS's are always printed on 8½" x 11" paper.

When printed, EIS's are always single-spaced, although early review copies may be set up double-spaced in order to facilitate the review process.

Variations in type size or face are used primarily for chapter and section headings in the EIS. With Mag Card or similar equipment, these variations are limited to using all capitals, underscoring, script type or other different type elements. Variations in the position of the heading (centered, at margin) can also be used to differentiate between the headings used in a chapter. Illustration 8-1 shows some examples of type variations and subheadings. Similar headings (i.e., at the same level) always use the same type size and positions.

Another method of altering type in headings is to use a varafont or similar machine which will print a wide variety of type sizes and faces on opaque or clear self-sticking tape. Headings made in this manner can be taped into the text where needed. This method requires the Writer-Editor to make up a complete list of all Chapter headings, major section heads, subheadings, and running heads (if used) and to select the appropriate type for each of these headings. Usually the EIS text will already have all headings inserted by the typewriter (with the exception of running heads) but the varafont headings are taped over the existing typed headings. (This avoids any possibility of accidentally dropping a heading out.) Reference to existing EIS's should provide sufficient examples of type size and arrangements for the Writer-Editor's reference.

Setting Visuals In-Text

Some tables, figures, or photographs may be set into the actual text portion of an EIS as a space-saving measure. The system for setting these materials in text is developed by the Writer-Editor, who must:

1. Provide instructions to the typists in the form of specification sheets (which will apply to the whole EIS) showing how to leave adequate spaces for stripping-in small visuals.

2. Provide instructions and coordination to the Cartographic Technician who will be arranging to have tables reduced (via camera) as needed, developing the final forms of the figures, and obtaining photo negatives or positives for stripping into the text. (For example, a photo negative can be run through a Logofax machine which makes a paper positive for stripping into the text.)

3. Obtain needed information from the Cartographic Technician (the vertical sizes of reduced visuals) to forward to the typists so they will know the amount of vertical space which will need to be left between sections of text. These dimensions are usually written on the text in the area where the visual should go.

Although the underlying principles for stripping visuals in the text are the same in all cases, their application varies according to the type of visual, as outlined below.

Teams are reminded that this system may not be usable if word processing is being used. At present, word processing equipment (and GPO's press) cannot be instructed by code to horizontally split two-column text for insertion of visuals across the full width of a page, although a visual could be placed within the margins of one column of a two-column page.

Another problem related to stripping visuals in-text occurs when tables must be reduced to fit on a page. In most EIS's the table title is also reduced, often resulting in making the table titles less readable and not of uniform size throughout the EIS. (Tables are items of high reader interest, and should clearly stand out for the reader.) One solution to this problem is to reduce only the table body (with footnotes and source notes), leaving the table title as is. The following section on setting visuals in-text is based on this situation.

Small Tables or Figures: Small tables which do not require any reduction to fit within the standard typing margins (horizontal width of 6 to 6½ inches) can be typed directly into the text by the typist. Usually, the typist will be instructed to double space down from the last line of text, type in the table title, double space again, type the body of the table (including footnotes and/or source data, if any), and double space down to the next portion of text. Small figures only require the typist to leave a specified amount of blank spaces between typed lines.

EXAMPLE

LAST LINE OF TEXT XXX XX XXXX
double space

TABLE TITLE (usually more than one line) XX XXX XXX
double space

BODY OF TABLE (including footnotes/source notes) ↕
double space

BEGIN NEW LINE OF TEXT XXX XXX

Because the table is typed integrally with the text and is not reduced, the typist will not be concerned with the vertical height of the table. Width of table should not exceed 6½ or 7 inches maximum. (The dimension of a visual to be stripped into the text is referred to as the "image size" - either vertical or horizontal.)

Reduced Tables: The Writer-Editor will make the initial determination that a relatively large table can be photo-reduced to a degree that will allow it to be set in the text. The criteria is that it still be readable if reduced to a horizontal size of about 6½-7 inches maximum.

If a table will meet this criteria, the original table and instructions as to the reduction needed should be forwarded to the Cartographic Technician for the necessary camera work. (The Writer-Editor may need a Size-Finder/Percentage Scale to determine reductions. If this wheel is not available to the Writer-Editor, he/she will have to depend on the Cartographic Technician for this information. A wheel may be ordered free of charge from Itek Graphics Products, Rochester, New York.) If the reduction is known horizontally, then the vertical size of the reduced table will also be known, and it is this vertical measurement which the typist will need in order to leave sufficient space in the text for that table.

EXAMPLE

LAST LINE OF TEXT XXX XX XXXX X
double space

TABLE TITLE (usually more than one line) XX XXX
double space

VERTICAL SPACE TO BE LEFT BLANK FOR TABLE ↕
(size provided by Writer-Editor)
double space

BEGIN NEW LINE OF TEXT XXXXX XX XX

Note that the typist types in table titles for reduced tables. Even though the title may be on the finished reduced copy provided by the Cartographic Technician, this title is usually cut off when the table is stripped in to the text and the title typed on the text page so that all tables in the EIS have uniform sizes and type faces for their titles.

(Reducing the table numbers and titles should be avoided because it reduces the readability of the title which, as a reader convenience, should be as readable as possible.)

Reduced Figures: Figures are usually developed from rough originals provided to the Cartographic Technician. In this case, the figure title is usually an integral part of the figure, and the typist will not need to type a title. The procedure is then as follows:

EXAMPLE

LAST LINE OF TEXT XXX XX XX
double space

↑

VERTICAL SPACE FOR FIGURE AS PROVIDED BY WRITER-EDITOR Fig. 2-1[a]
double space

↓

BEGINNING LINE OF TEXT XXX XX XX

[a] Typists usually pencil in the Figure number in the blank space for reference of the Writer-Editor. The Figure itself will cover any marks when it is stripped in.

Photographs: Photographs may or may not require any reduction or trimming prior to setting in text. If they can be set within the text, the procedure is basically similiar to that for tables except that photographs have cut lines (captions) rather than titles.

EXAMPLE

LAST LINE OF TEXT XXX XX XX
double space

↑

VERTICAL SPACE FOR PHOTOGRAPH AS INDICATED BY WRITER-EDITOR
double space

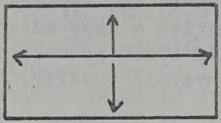
↓

CAPTION (may be more than one line) XXXX
double space

BEGIN NEW LINE OF TEXT XXX XXXX

Photographs may be narrow enough so that they can be offset to a corner of the page, in which case the Writer-Editor will have to provide specifications to the typists for working the text down the vertical border of the photograph as well as the horizontal.

EXAMPLE



```
LAST FULL LINE                XXXX XX X XXXX XXXXXXX
 OF TEXT                                         XXX
     double space                                XXX
                                                 XXX
VERTICAL AND HORIZONTAL                                (Partial lines of
 SPACE FOR PHOTOGRAPH AS                         XXX    text begin at least
 INDICATED BY WRITER-EDITOR                      XXX    3 spaces from edge
     double space                                       of photograph.)
                                                 XXX
PHOTO CAPTION (NO WIDER               XXXXXX XX X XXX
 THAN PHOTO)                          XXXXXX XX X XXX
     double space                                XXX
                                                 XXX
NEW FULL LINE OF TEXT         XXXXXXXXXXXXXXXXXXXXXX
```

Note that actual photographs (the positive prints) are usually not stripped into the text. Instead, photo negatives are used when the document is printed, and a photo "window" is stripped in the text to the exact dimensions of the printed photo. The window is usually cut to the exact size of the photograph from red "Zipatone" or some similar material, or may be simply a hole cut out of the original text page. (A red window comes out as a clear "hole" in the negative plate made by the printer. The photo negative is then taped behind this window, and the plate used to make the positive print. Cutting an actual hole in the page does essentially the same thing when the negative print is made.)

Page-Size Visuals: Tables or other visuals (or groups of smaller visuals) may be placed on a single page. These items may or may not be camera-reduced prior to placement on a page. If reductions are made, table titles will be set by the typist (vertically or horizontally as directed by the Writer-Editor). Other general standards for page size materials are the same as previously discussed for smaller visuals.

Locating Strip-Ins: The Writer-Editor will indicate to the typists the location where the text should be split to allow for insertion of a strip-in. Since the text shifts around considerably during preparation (due to revisions, additions, or deletions) this indication can only be general in nature. The general rule for placement of visuals is followed here - i.e., it should follow as close to the first reference to it in the text as possible (never before the reference.) The Writer-Editor must make it clear to the typists that any editorial mark indicating the location of a strip-in in the text represents the ideal location, and that the typists may shift the location farther "down" the text if the exigencies of typing require. One method for marking the text used colored lines to mark the ideal point for insertion of a strip-in. The colors identified the location and type of visual (red for tables, blue for figures, etc.) to be set, which alerted the typist as to what procedure to follow for that particular visual and where the text should be divided in the ideal situation.

These editorial marks showing breaks in the text for inserting small visuals can be of considerable assistance to the typists when the text is being developed. In effect, the Writer-Editor is providing positional editorial information to the typists which is similar in function to the type of information a copy editor would be providing a printer. In the case of EIS's the process is less complex, but certainly contributes to the overall quality, brevity and organization of the document.

The intent of stripping in small visuals (as oppossed to setting them out on separate pages) is to save as much space as possible. This is a particularly critical aspect of document preparation because of the 150 page limitation (Chapters 1-3) established by the CEQ Regulations (1502.7). However, stripping-in visuals is not a mandatory requirement. EIS Teams may choose to set all visuals on separate pages as this is a little easier and faster. Also, with word processing equipment it may not be possible to split double-column text to allow for visuals insertions.

Once the spacing has been provided in the text for insertion of small visuals, it is the responsiblity of the Writer-Editor to see that these visuals are inserted at the appropriate point. One method is to use a light table and transparent graph paper or mylar with graph lines on it. The graph lines are used to back up each page of text, with the graph lines even with the text lines. With the graph lines and text exactly aligned (parallel), the visual can be aligned level with the text and set in its proper position on the page. The graph will also ensure that the visual is centered on the page as well as level with the text.

In-Text Referencing

This term refers to the procedure for referencing other portions of the EIS text or visuals, or for citing a document which is a support document - i.e., one that will appear in the bibliography. These references are of three types: references to portions of the text (See Chapter 2, Vegetation, p. 2-15); to visuals (See Figure 1-14, p. 1-36); and citations of support documents (Smith 1976). References to other portions of the EIS text should be as specific as possible; referring to the exact page number is required in the ideal situation. However, the use of word processing equipment may not allow for page number references, as it may not be possible to know in advance (i.e., prior to the actual printing) what page a particular portion of the text will be on.

Page Number Referencing: If referencing to exact page numbers is to be used in an EIS, the Writer-Editor will have to track all in-text references which use specific page numbers for later insertion of page numbers, and he/she will have to provide certain instructions to the Resource Specialists on how to initially reference pages in rough draft material to simplify the process of developing references in the final copy.

1. In initial drafts, when referencing other sections of the text the Resource Specialist should reference to the Chapter and Section, with a blank page number (See Chapter 2, Wildlife, p. 2-). A reference to a section within the same Chapter, should be similar, or could be (See the Wildlife section of this Chapter, p. 2-). When using page number references, it is not necessary to refer to subsections as the page number (when inserted) will guide the reader to the correct place. When page numbers are known, the reference can be completed. (See Chapter 2, Wildlife, p. 2-45.)

2. In initial drafts (PDEIS), references to visuals are handled in a similar manner except that the Resource Specialist should also use a shortened title of the particular visual in initial draft materials. (Visual numbers are usually not known in first drafts and will change as drafts change, so the short title assists the Writer-Editor in tracking the particular item. Since the short title will be "dropped out" by the Writer-Editor in later drafts of the text and numbers added in, the short title does not necessarily have to make grammatical sense, as it is only a convenience item: (See Table 3- , Veg. Typ., p. 3-). Once an early draft is complete, the Writer-Editor will have the data needed to number all visuals (although page numbers may still not be known) and the short titles can be deleted: (See Table 3-6, p. 3-). The final step is the addition of the page numbers when they are known: (See Table 3-6, p. 3-43.) This three-step procedure is the method most convenient for the EIS writers and for the Writer-Editor. It prevents "losing" references and provides for more exact references to other portions of the text. This method is a more professional (but not always possible) way of setting up a document. (An example page with in-text references is included as Illustration 8-4.)

3. In cases where word processing equipment is being used for final copy and page numbers may not be possible to use, references to visuals will have to be by the number or the number and title, and references to text sections should be specific enough to allow the reader to locate the item as easily as possible, (usually by referencing to both the chapter and section.)

(See Table 3-5, Vegetative Types.)
(See Chapter 2, Wildlife, Threatened or Endangered Species.)

References may be an integral part of the sentence (parenthetical phrase) or a separate item (parenthetical sentence) depending on the structure of the text in which the reference occurs. Writer-Editors should be aware of the need for proper punctuation under these circumstances:

Population Characteristics. Humboldt County's population estimate in 1970 was 6,375 persons. By 1975 population had increased to 7,161. This represents a 12 percent increase in the five year period, reflective of the 23 percent growth in population for the State of Nevada as a whole during the same time span.

In 1975, population estimates showed the City of Winnemucca with 3,974 residents; the rural area immediately surrounding Winnemucca with 1,349. (See Appendix Figure G-1, p. 10-61.) Humboldt County is considered a rural area due to the predominance of public lands under federal control.

Lander County had an estimated population of 2,666 persons in 1970. By 1975, the population had risen to 3,281. This represents a 23 percent population increase for the State of Nevada over the same five year period.

Battle Mountain is the single largest community within Lander County, with a 1970 population estimate of 2,236. Lander County, like Humboldt County, is considered rural. (See Appendix Figure G-2, p. 10-62.)

Two Indian colonies are included in the ES area. The Winnemucca colony was established in 1917 for Shoshone and Paiute Indians. Current (1976) population is approximately 35. This colony is governed by a five member council, and is a member of the Intertribal Council of Nevada.

The Battle Mountain colony is made up of Shoshone Indians and was also established in 1917. The 1976 population was 165. This colony is governed by a six member council, and is also a member of the Intertribal Council of Nevada.

Employment Characteristics. Employment in Humboldt County is concentrated in the service and trade industries. Government and agriculture also provide a substantial source of employment for the region. The mining and finance sectors provide the least number of total employed. Between 1970 and 1974, manufacturing showed an increase in employment of 340 percent, the largest percentage increase. (See Table 2-19, p. 2-78 .)

Humboldt County averaged 5.8 percent unemployment for 1975 while the State of Nevada average was 9.9 percent. This lower level of unemployment is due mainly to the industrial make-up of the communities and to the fact that many of those without jobs seek employment in the more populated areas of Reno and Las Vegas. (See Figure 2-5, p. 2-78 .)

In Lander County the mining industry employed nearly half of all persons in 1974. Government, trade, and agriculture were the other major employers during this same period. (See Table 2-20, p. 2-79 .)

PHRASE: "impacts to vegetation (see Table 3-5, p. 3-40) wildlife, and..."
SENTENCE: "...vegetative types. (See Table 3-5, p. 3-40.)"

Referencing Other Documents (Citations): This term applies to the referencing of documents outside the EIS, i.e., supportive material which appears in its complete form in the Reference Section of the EIS. Generally, this type of reference is handled parenthetically in the text and by "source notes" or footnotes at the bottom of tables or figures.

References in the text should be as short as possible, but must contain sufficient information to allow the reader to locate the complete reference in the Reference Section. Usually the author and date of publication is sufficient (Smith 1975). (In a single entry reference, no comma is needed between the author and date.)

Circumstances may occur where additional information may be needed to further key the reader. For example, two authors with the same last name and similar publication dates: (Smith, J. 1975) (Smith, K. 1975). Another circumstance could be two articles by the same author with the same year of publication: (Smith, First Survey , 1975). Note the use of punctuation in these cases, and the fact that sufficient additional data must be added to the reference so that the complete reference can be located in the EIS Reference Section without confusing it with other similar entries.

Referencing two separate articles within one parenthetical phrase requires use of a semicolon: (Smith 1975; Jones 1976).

Using footnotes to list references in the text is not recommended for EIS's. In tables, a "source note" (which may or may not need to be in footnote form) may be used, as shown in the following examples.

ILLUSTRATION 8-5
EXAMPLE SOURCE NOTES IN TABLES

TABLE 2-30
RENO STANDARD METROPOLITAN STATISTICAL AREA ESTABLISHMENT-BASED INDUSTRIAL EMPLOYMENT (ESTIMATES IN THOUSANDS)

Industry	1976	1980	1985
Total all industries	78.9	94.8	120.6
Mining	0.3	0.3	0.4
Construction	4.0	6.2	7.6
Manufacturing	5.1	6.9	9.1
Transportation, communication, public utilities	6.0	6.8	7.8
Trade	18.0	23.3	32.9
Finance, insurance, real estate	4.2	4.9	5.8
Services	27.9	32.5	41.3
Government	13.4	13.9	15.7

Source: State of Nevada, Employment Security Department, Nevada Annual Planning Report, May 1976.

ILLUSTRATION 8-5 (con't.)

TABLE 3-5
SHORT- AND LONG-TERM MAXIMUM GROUND LEVEL CONCENTRATIONS FOR PARTICULATES AND NITROGEN DIOXIDE

Pollutant	Limiting air quality standard[a/] ($\mu g/m^3$)	Calculated concentration ($\mu g/m^3$) Worst-case coal	Calculated concentration ($\mu g/m^3$) Most probable coal	Direction, distance and elevation of receptor
Particulates (Same computation technique as used for SO_2):				
24-hour concentration	37	1.3	1.2	(190°, 15.0 km, 5,400 ft-msl)
Annual average	19	--	0.1	(200°, 12.0 km, 5,160 ft-msl)
Nitrogen dioxide:				
Annual average (same computation technique as used for SO_2)	100	--	7.9	(200°, 12.0 km, 5,160 ft-msl)

Source: Applicant's Environmental Report.

a/ Class II significant deterioration.

When a document such as another EIS is referenced, the document title (or a short form thereof) is used rather than an author - date system. (EIS's have no single author). The publication date may be included if relevant. Some examples would be:

(Applicant's Environmental Report)
(Rio Puerco FEIS)
("Nevada Air Quality Regulations", Article 3, 1976.)

(The use of underscoring and quotation marks on document titles is covered in the section on developing reference materials.)

The use of adequate references in the text is directly related to the Reference Section of the EIS. EIS's must be adequately referenced. If an EIS is involved in litigation, then the validity of the document will rest not only on the adequacy of the EIS content, but also on the validity of documents which are in support of the EIS. The courts must be able to locate these supportive documents if necessary. Items appearing in the EIS Reference Section should be obtainable by the public within the time frame of the EIS comment period. EIS Teams should ensure that items listed in the Reference Section as being in "BLM files" are, in fact, there and available for public inspection.

A second method of using references in text is to number each entry in the EIS Reference Section and to use those numbers (in parentheses) when referencing in the EIS text. The advantage here is that this method is shorter and easier to use, but its disadvantage is that it requires the reader to jump back and forth from text to the Reference Section in order to have any idea of what is being referenced. It is not recommended that the number referencing system discussed here be used for tables. Tables usually have room to list the complete reference, even if numbers are also being used in the text portions of the EIS.

The use of references to literature or data outside the EIS or to tables and data in other sections of the EIS (such as the appendices) cannot substitute for presenting data critical to reader understanding; rather, references should only direct the reader to more comprehensive data or explanations of methedology, etc. Critical "bottom line" data (quantification) should always be presented to the reader.

For example:

INCORRECT REFERENCE: "Soil disturbance is shown in Appendix Table A-16."

CORRECT REFERENCE: "Soil disturbance would occur on approximately 6,000 acres (See Appendix Table A-16)."

Correct usage of references is a particularly critical factor in Chapter 2 (Affected Environment) where the complete base data (existing situation) must be clearly presented to the reader in order to "set the stage" for understanding the scope and significance of the potential impacts discussed in Chapter 3. The use of referencing is intended to illuminate or expand on facts, not obscure them.

Use of Lists

Lists, in addition to their obvious function, are often used in an EIS to specifically outline important points to the reader/decisionmaker. Usually, lists are identified by a numeration system indented from the normal margin about five spaces.

```
1.     1)        a.     a)
2. or  2)   or   b. or  b)
3.     3)        c.     c)
```

The first system (1., 2.) is recommended, but any system is acceptable as long as the same system is used throughout the EIS. Word processing equipment allows for the use of different type sizes to further set off lists and may also allow for the use of a centered dot before a line of type (familiarly called a "bullet").

Spacing of Text

Existing guidance suggests that EIS text (in review copies) be typed with double-spacing, allowing room for revisions and comments to be inserted. Double-spacing the text will also use more paper and will eventually have to be shifted to singe-spaced copy (EIS's are always printed single-spaced.). The use of double-spaced text copies should be kept to the minimum needed to accomplish internal or SO/WO review.

Text developed from Mag Card or similar equipment is always printed in single-spaced, single-column format (although Mag Card can be transferred to a word processor for conversion to double column text). Text developed from word processing equipment is always printed with single-spacing, and normally with a double column format. (Writer-Editors should note that the various style manuals discuss double-spacing of original text. The type of printing used by some publishing houses requires an author's originals in this format--the originals are not used in the actual document printing process, but are used for typesetting guides which leave room for editorial proof-marks. Bureau documents are not typeset, and the originals are used for photocomposition processess; therefore, double spaced text is not a necessity for printing EIS's.)

Placement of Section Heads

In circumstances where word processing equipment is not being used, placement of the Section (or A-level) head as always starting a new right-handed page (as with the Chapter title page) can save considerable time during preparation of early (PDEIS) text copies primarily intended for review and revision. If section heads are placed in this manner, then an extensive revision of one section will not "run over" into other sections if the typist is adding a considerable number of changes - i.e., only one section is affected. This avoids the re-typing of material outside the affected section for no other reason than to move the material "down" to make room for additions. Use of this type of section head placement can "waste" some space (the back of a page preceding a new section head may be blank) but the advantages in typing and revision time saved in early EIS copies outweighs this disadvantage. With word processing equipment, this setting of section heads is unnecessary, as the equipment can do insertions without running over. For smaller chapters, section heads need not be separated in this manner, as these chapters usually are not subject to extensive revisions as occurs with the larger chapters.

In any case, it is not necessary that section heads be set on new recto pages for other than the PDEIS or PFEIS. The spacing of these heads (as shown by Illustration 8-1) is sufficient for the purpose of a DEIS or FEIS. Chapters always start a new right hand page; however, if the "new-page method" is used for the PDEIS section heads, the text should be "run-in" when the DEIS final copy is made.

Running Heads

Running heads are signposts in the upper corner of each page (upper right on recto pages, upper left on verso) which serve to tell the reader where he/she is in the text.

Running heads are not used on front matter pages (Summary, Table of Contents, etc.) or on opening Chapter pages, opening Appendix pages or any page containing only visuals (including tables).

The use of running heads above the text is governed by the structure of the document. The general circumstance calls for the Chapter number (and/or title) on verso (left) pages and the applicable section or subsection head on the recto (right) page.

Some EIS's have used the full Chapter title (or a shortened title) for the verso running head. This practice is not recommended, as it involves more work and space than the use of "Ch. 2" or "Chapter 2." The running head for the recto page would be the appropriate section (or A-level) head. On a recto page with two or more section heads, the running head will be the last section head on the page. On a recto page with no section head, the section head preceding the recto page would be used.

The use of running heads in a multi-volume document is the same as for a single volume, except that the Team may choose to use a verso head such as Vol. 1, Ch. 2. although this is not required.

Running heads are placed ½ inch above the text, flush with the left or right margin depending on whether the page will be verso or recto when printed. The typeface or size for the running heads will be determined by the Writer-Editor, and do not necessarily have to be the same as the text headings.

When word processing equipment is used, the EIS Team has the option of letting GPO set running heads when the final document is run on their press, or setting up a list of running heads on separate pages at the end of the document which can be "stripped in" by the Writer-Editor when the "hard copy" is returned by GPO. If GPO is to set running heads, this information would have to be indicated on the printing requisition (SF-1) or printing specifications sheets along with any coding information needed. If GPO is just to run the heads as appended material, then this information will not be needed on the SF-1. The separate pages of listed running heads will need the appropriate codes for each entry. When word processors such as the newer AM equipment is used, running heads can usually be set "in-house" as one of the last steps in document preparation.

Page-Numbering of the Text and Visuals

NOTE: WRITER-EDITORS MUST BE AWARE THAT THE SYSTEM USED TO PAGE NUMBER AN EIS AND THE SYSTEM USED TO PAGINATE THE DOCUMENT FOR THE PRINTER'S REFERENCE WHEN PRINTING AND COLLATING THE EIS MAY NOT BE THE SAME. PAGINATION FOR THE PRINTER MUST TAKE INTO ACCOUNT BLANK PAGES, INCLUDING THE BACKS OF ANY FOLDOUTS, IF BLANK ON THE BACK. PAGINATION IS DISCUSSED IN THE HANDBOOK SECTION ON PRINTING.

Page-numbering of EIS's has often been a problem for EIS Teams, primarily because confusion arises between page-numbering for purposes of organizing the document and pagination, which is numbering the document pages strictly as a method of informing the printer what order the pages must appear in when printed. The information presented here outlines some standard guidelines which will provide for uniform numbering of EIS pages. Exceptions to the general rule and additional suggestions are included to make the overall job of page-numbering easier. Page-numbering is one of the last steps in final document preparation, and is normally the responsibility of the Writer-Editor.

The basic criterion for page numbering is that all right-hand text pages will be odd-numbered pages and all left-hand text pages will be even-numbered pages. This arises from the fact that the basic page number division-- the chapter-- always begins a new right-hand page. This also provides for the most uniform system of numbering.

Based on this criterion, the general guidelines for page numbering are as follows:

1. EIS front matter (Table of Contents, List of Illustrations and the Summary, if desired) use lower case Roman numerals for page numbering (i, ii, etc.) This is the only occasion where Roman numerals should be used for page numbering.

NOTE: The EIS Title Page is considered as page "i", but this number does not appear on the page, it is simply counted as page "i".

2. The EIS Summary may continue the lower case Roman numerals used for the front matter, or it may use a single numeration system (1,2,3, etc.).

3. The EIS Chapters use a double-arabic numeration system. The Chapter number forms the first half of this double numeration system, with the actual page number within that Chapter being the second half. (p. 1-6, 2-9, 3-8, etc.) The combination Roman and Arabic system used in previous EIS's is not acceptable (II-1, III-8) as it is too cumbersome.

4. Tables and Figures within a Chapter use the same numeration system as the Chapter page numbers. (Table 1-6, Figure 2-7: See Table 1-6, p. 1-18). Maps may use a numeral identifier, but it is more common to use the map name or a letter identifier when referencing maps (see map 1-1; see the Vegetation Map, p. 2-37; see Map A (or Visual A) in the pocket at the back of the EIS.)

5. The Appendices may use the same page numbering system used for the EIS Chapters (Appendix A, p. 5-9) or may use an alpha-numeric system based on the letter designation usually assigned to Appendices (Appendix A, B, C etc., with the page numbers being A-1, B-1, etc.). Tables and Figures within the appendix use identifiers consistently with the page number system used for the Appendices (Table A-1, B-3, etc.). The system using double arabic numerals (5-9) is recommended as it is the easiest and most consistent system.

6. The Glossary and Reference sections should be consistent in following the numeration system used for the rest of the EIS back matter (Appendices). This would mean that if the Appendices used the double numeration (5-1) system, the Glossary would be 6-1, and the References 7-1. If the Appendices are using an alpha-numeric system (A-1) the Glossary and Reference sections would be G-1 and R-1, etc. Using the double arabic system is recommended over the alpha-numeric.

7. Special circumstances involving the page numbering of visuals (page size or larger) may need to be considered by the Writer-Editor. These circumstances apply primarily to page size visuals or fold-out visuals which are subject to being camera-reduced prior to printing and binding in the document. If these items are page numbered prior to reduction, the page numbers will often be of a different size than those used in the text, which, although not a critical problem, does detract from the overall uniformity of the EIS. One method of avoiding this is to not put an actual number on the visual, although the item would be listed in the List of Illustrations as being on its assigned page. The fact that the visual appears, for example, between p. 3-9 and 3-11 should suffice to indicate that it must be p. 3-10, and it is listed as such.

8. Fold-out visuals or page-size visuals which are printed on only one side also have a special requirement: they are listed as appearing on their appropriate page, but they count as two pages in order for the full page numbering system to work in the proper order. Single-sided fold-out visuals are normally set in a document as if they were a right hand page (regardless of the direction they fold out) so a fold-out following page 2-4 would be page 2-5 (and would be listed as such); the back of the visual counts as page 2-6 (but is not actually numbered) and the next page of text would be page 2-7. This is extremely critical; if single-sided fold-outs or page-size visuals are not counted as two pages, the numbering of subsequent pages will not be correct, and this will cause problems in assembling the document for printing. (A fold-out can be set as a left-hand page; in this case the back of the visual appears first and has no number, followed by the front of the visual which is numbered.)

9. When word processing equipment is used, page numbering of the entire EIS may not be possible until the double column text has been prepared. Writer-Editors should be aware of these constraints on preparing text, and how they will affect the eventual page numbering of the document.

None of these guidelines would preclude numbering an EIS using a standard single numeration system, if such a system is desired. This system would work best with small documents. The more complex numeration system serves primarily to divide the larger EIS into easily recognizable sections; for example, a reference to p. 2-8 would immediately indicate that the affected environment is involved.

Use of Divider Pages

Divider pages should be used to set off the major sections of the EIS for ease of reference. Three basic methods of division have been used in EIS's: colored dividers, back-edge dividers, and "bleed tabs" (similar to the dividers used in dictionaries, without the "gouge" on the pages.)

Colored dividers are not recommended, as the use of color in this case is an unnecessary expense.

Bleed tabs are small black indicators on the right side of each divider, usually with the Chapter number indicated within the black area. Each succeeding divider has the tab located lower on the page in a manner similar to the descending indicators on a dictionary. The use of bleed tabs requires that either the last verso (left hand) page of the EIS have a bleed tab index (see example) or a right hand page such as the first Chapter divider. Usually, the index page appears in the front of the EIS.

The black tabs usually appear on both sides of the divider page (although one side is sufficient, and saves paper.) Using two-sided tabs requires that two pieces of paper (one front and one back) be set up for each divider so that the divider will be printed on both sides by the printer. (The Cartographic Technician usually prepares the necessary divider pages from instructions given by the Writer-Editor, as these dividers are normally prepared with oversize lettering of one kind or another.) The title of the section may appear on the front of the divider page with the tab number. The back will only have the bleed tab and number. The one-sided bleed tab is shown in the examples included at the end of this subsection.

The third method is to set up the divider pages with a full black border on one or both edges. The Chapter title will appear on the front of the divider. The Chapter number can be included with the title, but usually appears in the upper right corner close to the back edge.

As with the bleed tab system, two pieces of paper are required to set up one divider page if a black edge is desired on both sides of the page. The front page will have the black line on the right edge, a title line centered on the page (usually in a large font set by the Cartographic Technician) and a Chapter number (or other identifier if needed) in the upper right corner. The back page will have only the back edge on the left side. When printed, this produces a single page with a black edge on both sides of the unbound edge of the page. This Handbook uses dividers of this type.

When setting up black-edged divider pages, it is recommended that they be set on pages slightly larger than the printed text pages will be. This gives the printer room to work with to avoid having a break at the top or bottom of the black edge. As an option which saves paper, the first page of text could be used as the divider page for that section rather than a separate divider. This would produce two pages of text with the divider line on the unbound margin of each page.

Divider pages should be set up for the following sections:

1. Summary.
2. One divider for each Chapter.
3. Beginning of Appendix section (and each individual Appendix should use a divider title sheet, although it should not need to be edged or tabbed as with the major dividers.)
4. Glossary.
5. Reference section.
6. Index.

ILLUSTRATION 8-6
EXAMPLE TAB DIVIDER INDEX PAGE

DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES 1

RESOURCE ANALYSIS 2

THE RELATIONSHIP BETWEEN LOCAL SHORT-TERM USES OF MAN'S ENVIRONMENT AND THE MAINTENANCE AND ENHANCEMENT OF LONG-TERM PRODUCTIVITY 3

CONSULTATION AND COORDINATION 4

APPENDICES A

GLOSSARY G

REFERENCES R

NOTE: This divider can be set as a separate right-hand page preceding the Chapter 1 text as well as serving as an "index" page for the other dividers.

ILLUSTRATION 8-7
EXAMPLE DIVIDER PAGE WITH TAB

2

CHAPTER 2

RESOURCE ANALYSIS

ILLUSTRATION 8-8
EXAMPLE APPENDIX DIVIDER PAGE

APPENDIX I

PROPOSED ACTION AND ALTERNATIVES

Page

Table A-1 Proposed Action A-1

Range Survey Methods A-8

Range Survey Methodology A-8

Determination of Rangeland Suitability for Livestock Grazing A-9

Figure A-1 Record of Pace Transect A-10

Figure A-2 Form 7310-12 Determination of Erosion Condition Class A-11

Figure A-3 Form 4412-1 Forage Survey Type Writeup A-12

Figure A-4 Summary of Range Survey by Allotment A-13

Figure A-5 Range Suitability Standards A-14

Methodology for Determining Existing Deer Numbers and Existing and Predicted Antelope Numbers A-15

Figure A-6 Examples of the Proposed Six Typical Grazing Systems A-17

Table A-2 Proposed Range Development and AMP Implementation Schedule A-18

Table A-3 Planning System Interrelationships A-24

The East Socorro FEIS included a useful style and system of bleed tab divider pages. The EIS included an indexing divider page in front of the EIS as well as individual appendix dividers which listed the contents of each appendix. Examples of solid black-edged dividers can be found in the San Juan Grazing Management EIS.

Specifications for EIS Sections

This section discusses the general editorial standards which apply to specific sections of an EIS in terms of layout. These specifications are generally applicable regardless of the EIS format being used.

Document Sequence

The general layout of an EIS follows the format outlined below.

1. Front Cover (including the document spine)
2. Title Page
3. Table of Contents (including List of Illustrations)
4. Summary (Not to exceed 15 pages)
5. EIS Chapter 1 through 4
6. Appendices
7. Glossary and List of Abbreviations/Acronyms
8. References
9. Index (CEQ Regulations require an index)
10. Back Cover (Usually has nothing printed on it, however, Team may elect to place a table of metric conversions or other pertinent data on the inside of the back cover, and may include a franked mailer on the back of the cover.

Front Cover

The following information should appear on the front cover.

1. Draft (or Final) Environmental Impact Statement.
2. Title of Statement. (Is usually made in the largest typeface on the page and set so that the title stands out.)
3. U.S. Department of the Interior.
4. Bureau of Land Management. (May include specific office where EIS was written.)
5. BLM Seal and DOI Seal.
6. May include date (month and year) of publication.
7. If a multi-volume document, the cover should also indicate Vol. 1 of 2, Vol. 2 of 3, etc.

Items 3 and 4 above have often been printed in larger typeface than the title, a procedure not recommended, as the document title is of more importance to the reader.

NOTE: The CEQ regulations allow for development of a "short" final EIS which does not reproduce the full EIS text and which is intended to be used in conjunction with the DEIS, the two documents together constituting the complete FEIS. The short final contains only consultation and coordination and corrections to the DEIS.

If a short final EIS is planned, then the DEIS must include a notice on the inside front cover as discussed on P. 10-46. Similar information should be included as necessary in the letters of public contact related to the EIS. (The format of the short FEIS is discussed in NMSO Instruction Memorandum 79-335 and in this Handbook, p. 10-45.)

A "spine" should also be developed for the EIS so the title can be read when the document is on the shelf. The spine should have, as a minimum, the document title and draft or final. The month and year of printing could be included.

EIS covers are printed in one color of ink only (with colored cover stock, this gives two colors) and can be printed blank (title only) or displayed over an illustration or half-tone negative. If a cover illustration is desired, the Team should decide basically what is needed, and have the Cartographic Technician prepare the final cover design and layout of required information. When EIS's are "perfect" bound (a hot glue process), the Cartographic Technician will also need to prepare a spine for the EIS. The document spine need only state the document title, whether it is a draft or final environmental impact statement, and, if desired, the date of publication. (The Cartographic Technician will need an estimate as to the thickness of the EIS when ready for printing. Absolute accuracy is not required, as the printing specifications can indicate a slight enlargement or reduction of the spine on the part of the printer to obtain a good "fit" if necessary, as it is difficult to determine how thick an EIS will be before printing. Because the spine may have to be enlarged or reduced, the document spine should be made by the Cartographic Technician as a separate item, not as part of the cover itself.)

Title Page

Also referred to as a cover page, the material required on the title page is specified in section 1502.11 of the CEQ Regulations. In addition to the CEQ requirements, the title page for New Mexico EIS's also retains some of the information previously included on the title page of EIS's under the old format. Since the CEQ Regulations require a one-paragraph abstract of the EIS on the title page, some EIS's have split the title page into two pages, one with the EIS title and signature line for the responsible official and one with the remaining information. Both pages are set in the document as right-hand pages.

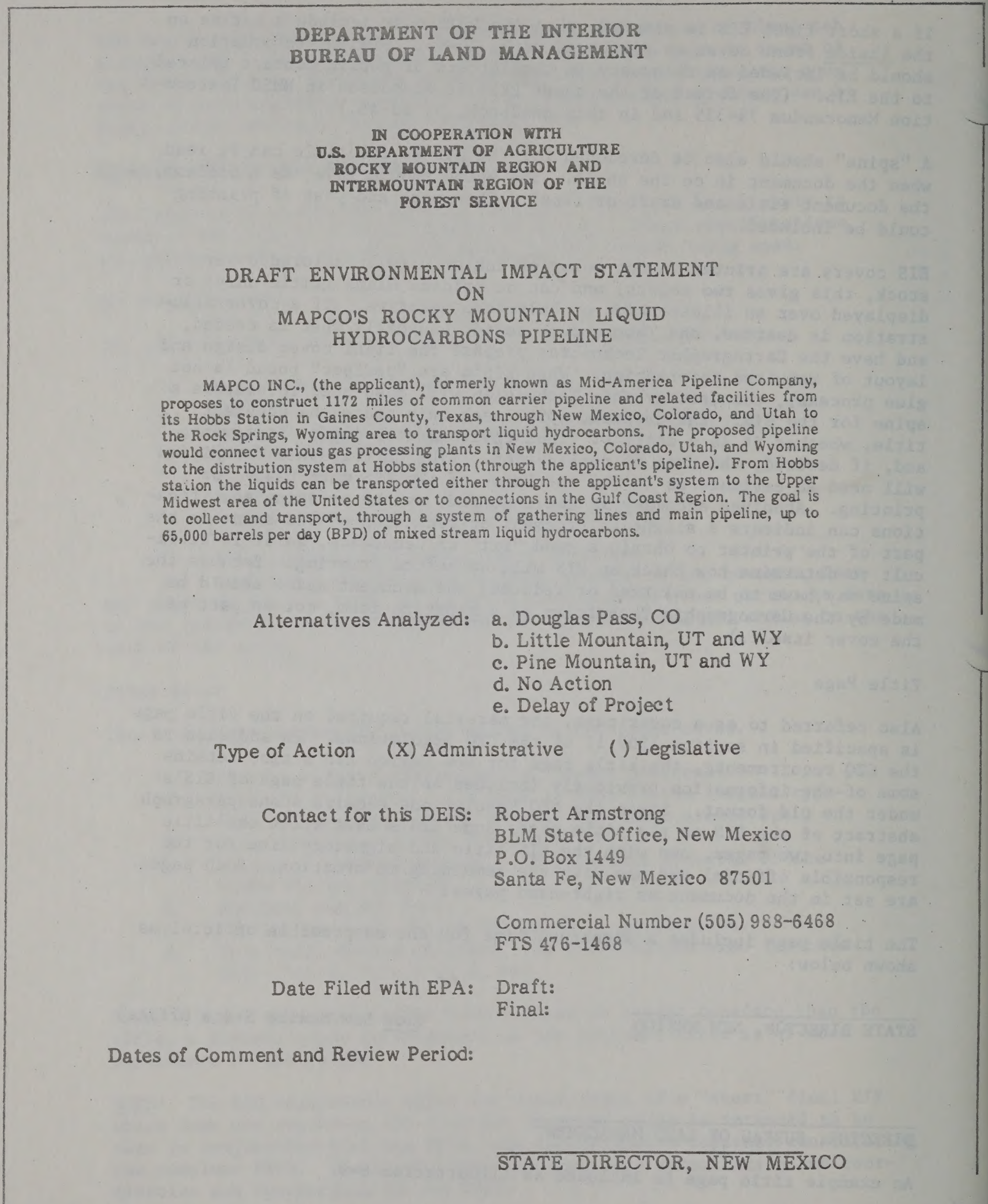
The title page includes a signature line for the responsible official as shown below:

____
STATE DIRECTOR, NEW MEXICO (not New Mexico State Office)

____
DIRECTOR, BUREAU OF LAND MANAGEMENT

An example title page is included as Illustration 8-9.

ILLUSTRATION 8-9
EXAMPLE EIS TITLE PAGE



DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

IN COOPERATION WITH
U.S. DEPARTMENT OF AGRICULTURE
ROCKY MOUNTAIN REGION AND
INTERMOUNTAIN REGION OF THE
FOREST SERVICE

DRAFT ENVIRONMENTAL IMPACT STATEMENT
ON
MAPCO'S ROCKY MOUNTAIN LIQUID
HYDROCARBONS PIPELINE

MAPCO INC., (the applicant), formerly known as Mid-America Pipeline Company, proposes to construct 1172 miles of common carrier pipeline and related facilities from its Hobbs Station in Gaines County, Texas, through New Mexico, Colorado, and Utah to the Rock Springs, Wyoming area to transport liquid hydrocarbons. The proposed pipeline would connect various gas processing plants in New Mexico, Colorado, Utah, and Wyoming to the distribution system at Hobbs station (through the applicant's pipeline). From Hobbs station the liquids can be transported either through the applicant's system to the Upper Midwest area of the United States or to connections in the Gulf Coast Region. The goal is to collect and transport, through a system of gathering lines and main pipeline, up to 65,000 barrels per day (BPD) of mixed stream liquid hydrocarbons.

Alternatives Analyzed:
- a. Douglas Pass, CO
- b. Little Mountain, UT and WY
- c. Pine Mountain, UT and WY
- d. No Action
- e. Delay of Project

Type of Action (X) Administrative ( ) Legislative

Contact for this DEIS:
Robert Armstrong
BLM State Office, New Mexico
P.O. Box 1449
Santa Fe, New Mexico 87501

Commercial Number (505) 988-6468
FTS 476-1468

Date Filed with EPA: Draft:
Final:

Dates of Comment and Review Period:

STATE DIRECTOR, NEW MEXICO

The layout of the title page follows the same principal as that for the cover - the title should be the largest type on the page and set off from the other material.

The Team may stamp the title page with the control number assigned to the EIS. (INT. DEIS 79-10, INT. FEIS 80-17). The control number may be stamped only on file or office copies, or on every copy prior to release to the public. (The control number is assigned when the EIS is filed with EPA. Normally the WO contact for the EIS will have this number transmitted to the originating office.)

Since the title page will need the signature of the State Director or the Director, it should be prepared in final form early enough to allow for routing for signature and return. When the Director is to sign the title page, this page is usually forwarded to a WO contact with specific instructions as to its return and the date by which it must be back to the Team. Routing of the page depends on the circumstances of the particular EIS Team. Usually, the earlier the signed page is returned the better. Note that the Director requires that copies of the summary page be included with the title page. (This should also be done as a courtesy if the State Director is signing the title page.) Usually the title page (carefully protected) is included with the Transmittal Package (See p. 10-7). Time constraints may affect this procedure. An example title page is included as Illustration 8-9.

Summary

Section 1502.12 of the CEQ Regulations specifies a Summary not to exceed 15 pages which accurately reflects the content of the EIS (see p. 2-4 of NMSO Instruction Memorandum 79-335.) Writer-Editors should ensure that the Summary is revised when necessary if changes have been made to the EIS text, so that the Summary is always in agreement with the latest version of the text. (Quantification used in the Summary is particularly critical.) The summary used in a DEIS can often be rewritten for inclusion in the FEIS. The rewrite primarily involves adding new data (updating) and changing tense as necessary. An example is found in the MAPCO DEIS and FEIS.

Table of Contents

A Table of Contents, as with most front matter in an EIS, is prepared in its final form late in the EIS process. The Table of Contents is usually developed from a rough running copy kept by the Writer-Editor as an outline and tracking device and as a preliminary Table of Contents.

The Table of Contents for a single volume document is placed with the front matter and lists all Chapters, major section heads, the back matter, and the front matter. (See Illustration 8-10). Multi-volume EIS's have a Table of Contents developed for each volume, and the Team may elect to include a comprehensive Table of Contents in the first volume covering all volumes of the EIS, although this is usually not necessary.

ILLUSTRATION 8-10

EXAMPLE TABLE OF CONTENTS

Page

Other Alternatives Selected for Detailed Analysis 1-36

Summary 1-36

Mitigation Not Otherwise Included in the Proposed Action 1-36
  Paleontology 1-41
  Soils 1-41
  Wildlife 1-41
  Visual Resources 1-41

CHAPTER TWO - AFFECTED ENVIRONMENT

Paleontology 2-1
Wildlife 2-1
Threatened or Endangered Wildlife and Plant Species 2-1
Cultural Resources 2-3
Visual Resources 2-11
Wilderness Resources 2-15
Prime and Unique Farmlands 2-15
Land Use Controls and Constraints 2-15
Social and Economic Conditions 2-20

Alternatives 2-20
  All Alternatives 2-21
  Douglas Pass Alternative 2-21
  Little Mountain Alternative 2-21
  Pine Mountain Alternative 2-21

CHAPTER THREE - ENVIRONMENTAL CONSEQUENCES

Criteria by which Significant Impacts were Determined 3-1

Proposed Action 3-5

Impact Assessment 3-5
  Paleontology 3-5
  100-Year Floodplains 3-5
  Wildlife 3-8
  Threatened and Endangered Wildlife and Plant Species 3-8
  Cultural Resources 3-8
  Visual Resources 3-9
  Wilderness Resources 3-13
  Prime and Unique Farmlands 3-13
  Land Use Controls and Constraints 3-13
  Social and Economic Conditions 3-13
  Energy Use 3-14

The numbering system used in the preliminary EIS outline (usually the Roman numeral outline format) should not be carried into the Table of Contents or the EIS body itself, and the Table of Contents should be kept as short as possible by listing only the first one or two levels of headings under each Chapter. The attached example shows one method of keeping the Table of Contents down to four of five pages. (Note: exceptions to both these guidelines could occur in a very large and complex EIS where the reader must be provided with every opportunity to track and locate the subsections.)

Final assembly of the Table of Contents is made as the document is prepared for printing. The addition of page numbers is made when the numbers are known.

The Table of Contents may not function alone to identify the sturcture and content of the EIS. Each Chapter could, in its introductory material, cover the structure of the Chapter in general to guide the reader into the actual text discussion. Chapter 1 is particularly critical in this respect, and should generally introduce the document to the reader. For example, the location of items which the reader should be referencing to (Glossary, Table of Metric Conversions, etc.) could be indicated. This type of introductory material should not require more than one paragraph.

List of Illustrations

Lists of the various visuals are usually prepared in a manner similar to the Table of Contents. The Writer-Editor prepares these materials from the rough tracking charts used earlier when the EIS is being developed. Lists should contain the full title of the items, short titles are confusing to the reader. Titles in the list should be exactly the same as the title shown on each visual.

Each separate category of material (maps, tables, figures, and photographs) should have its own titled list, although the categories need not start a new page each time a new category is begun.

Thematic maps are usally listed by title (if the Team has identified map by a number or letter, then they are included with the title).

Other visuals are identified by number and title. The development of page numbers for the visuals proceeds as for the Table of Contents.

Illustration 8-11 shows one of the better methods of setting up a series of lists, and should be used as a general guide. Note that the Appendix tables are sub-headed and identified according to the Appendix Section (A,B,C) in which they appear.

Use of a List of Errata or Errata Sheets

Text Errata: Errata sheets can be used in an EIS to correct errors in the text discovered after the printing of the DEIS or FEIS. Usually these sheets are slip-ins inserted in the front of the EIS, or, in the case of

ILLUSTRATION 8-11
EXAMPLE LIST OF ILLUSTRATIONS

LIST OF TABLES (CON'T)

Page

3-20 School Enrollment and Peak Employment, Winnemucca, (Humboldt County) 3-65

3-21 School Enrollment and Peak Employment, Battle Mountain, (Lander County) 3-65

3-22 Estimated Peak Additional School Enrollment 3-66

3-23 Estimated Tax Assessment and Revenues (By Corridor and County) for the Transmission System 3-71

3-24 Summary of Major Impacts by Corridor and Plant Site 3-73

5-1 Unavoidable Impacts to Vegetation by Project Surface Disturbance 5-4

8-1 Site Selection Sequence 8-12

8-2 Emission Rates Per Unit 8-19

9-1 List of Respondents and Areas of Concern 9-10

APPENDIX TABLES

A-1 Summary of Climatological Features, Winnemucca, Nevada 10-2

A-2 Precipitation 10-3

A-3 Monthly Precipitation Summaries (Winnemucca Weather Station) 10-4

A-4 Maximum Calculated Point Rainfall Values in Valmy Site Area 10-5

A-5 Maximum Recorded Point Rainfall (in inches) 10-5

A-6 Monthly Mean Thunderstorm Days, Winnemucca, Nevada 10-5

A-7 Mean Temperatures Summary 10-6

A-8 Monthly Temperatures Summary (Winnemucca Weather Station) 10-7

a "short" FEIS, as part of the section containing corrections and modifications to the DEIS. An errata sheet for text should be limited to correcting substantive errors in the text - i.e., where data has been omitted, or where a text error would tend to misrepresent the facts and/or mislead the reader. A text errata sheet should not be developed only to correct minor editorial errors such as typos unless such an error has been noted by public review.

Visuals Errata: A List of Errata can be used in an FEIS to corrrect errors noted on color visuals. Normally the large color EIS maps are only printed once for the DEIS. Reprints of these visuals to correct minor errors is not cost effective, and an errata list included in the FEIS (as a separate heading in the section on changes to the DEIS text if a short final is used, or at the end of the appropriate section of the List of Illustrations in a "full" FEIS) can correct these errors without requiring reprinting. Small color visuals are usually not reprintable, and should be included on the List of Errata, if necessary. The East Socorro FEIS includes an excellent example of an errata sheet (p. xiii) and Illustration 8-11 shows a list of errata which was included in an FEIS List of Illustrations. If errata on visuals are noted by the public during the DEIS review, an errata sheet can be referred to in response to this type of comment.

The small black and white visuals in an EIS can usually have any errata corrected for the FEIS. If the FEIS is to be a short version, then the corrected visual should appear in the section on changes to the DEIS text; otherwise, if the visual cannot be corrected, the errata would appear on the List of Errata.

ILLUSTRATION 8-12
LIST OF ERRATA

ES Area Waterfowl, Fisheries, and Raptor Map, p. 2-45: Waterfowl areas should include Rye Patch Reservoir and the river area below the dam and should also include the Carson River and the Marsh Area in northern Dixie Valley.

ES Area Land Status Map, p. 2-53: The areas near Lake Tahoe shown in yellow (Federal Wildlife Refuge) should be shown in green (National Forest). This also applies to the Potential Wilderness Study Area Map on p. 2-63 of the DES. (This map has been deleted from the FES.)

ES Area Cultural Resources Map, p. 2-65: Derby Dam, located just east of the Tracy Station, should be shown as a National Register Property.

All Fold-out Maps: Olinghouse and Limerick Canyon were misspelled.

Preface

The Preface has been an optional item in EIS's developed prior to issuance of the new CEQ Regulations. Generally, a preface is only useful when the EIS had certain special background information (not directly related to the proposed action) which would be useful to the reader in understanding the proposed action or the guidelines or constraints which governed the preparation of the EIS. Because the new CEQ Regulations specify a Summary not to exceed 15 pages, prefactory material would normally be included in the EIS Summary. EIS's prepared under the CEQ Regulations have no need for a preface as a section separate from the Summary, as the Summary is sufficiently flexible to include prefactory "reader-interest" material as well as summarizing the content of the EIS.

Chapter Introductions

The structure and relationships of the EIS Chapters may not be readily apparent to the average reader, therefore, each major EIS Chapter could have an introductory paragraph which:

1) states what material is found in the Chapter.
2) states how the material is organized within the Chapter (if such explanation is needed).
3) states the relationship of the Chapter to the other Chapters in the EIS (as needed).
4) Indicates location of summarizing data or tables in the Chapter or Section (if any occur which would be of high reader-interest value).

The intent of any introductory material would be to introduce the reader to the document structure in order to foster better understanding and readability. This type of material is not absolutely necessary, but would certainly improve the readability of large EIS's. If included in an EIS, this material should not exceed one paragraph.

NOTE: The development of the Consultation and Coordination Chapter (Ch. 4) is covered in the Public Participation Section of this Handbook because of the close relationship to the public participation activities of reviewing and commenting on the EIS. See p. 10-22 .

Appendices

The general use of an Appendix is to organize and include information of a more technical nature than is needed in the text discussion such as methodologies and information of a "background" nature. Development of an adequate Appendix requires the cooperation of the Resource Specialists, Writer-Editor, and Technical Coordinator in determining what material will be included in an Appendix, and how it should appear. An EIS Appendix should be limited to including only that technical material (non-essential to the average reader) which is in direct support of the analyses and discussion in the text. The Appendix should not be used as a "dumping ground" for miscellaneous material generated in the EIS process which could be better utilized as file material.

A general tendency noted in many EIS's has been to put in a divider page titled "Appendix", and to lump the technical material in this section with only minimal subdivision. The Appendices are referenced by the reading public (and particularly by qualified technical reviewers) and should reflect standards of layout and organization commensurate with the body of the EIS. Appendix material should be separated by title pages as needed to keep the material organized and easily locatable.

The development of an adequate Appendix section can be easily derived from the structure of the text itself. For example, since the Chapter on the Affected Environment is the basic structure through which the impacts of the proposed action are discussed, then the Appendix itself could be organized around the same resource components used throughout the EIS. Not every resource will always need an Appendix in every EIS, but those that do should appear in the Appendix in the same general order as they appear in the chapters. The example below illustrates this system, which can be easily modified to suit other situations or EIS structures.

ILLUSTRATION 8-13
EXAMPLE LIST OF APPENDICES

5. APPENDICES

A.	Climate	5-1
B.	Soils, Geology, and Mineral Resources	5-9
C.	Water Resources and Water Quality	5-27
D.	Wilderness Resources	5-33
E.	Visual Resources	5-47
F.	Social-Economic Factors	5-57

Organizing the Appendices in this manner serves to better supplement the text and contributes to the overall utility and readability of the text. (Additional appendices not directly tied to a resource may also be needed.) Each Appendix should have its own cover sheet starting a new recto page (as with the San Juan DEIS). The entire Appendix section should be set off by a major divider sheet the same as those used to set off Chapters.

EIS Teams should be aware of the possibility of printing Appendix materials reduced to two pages on one (except for tables or visuals which would not be readable if further reduced). This greatly reduces the bulk of this material and the overall size of the document. The East Socorro FEIS makes excellent use of this technique.

Glossary

The complete Glossary which appears in an EIS is the responsibility of the Writer-Editor; however, the Resource Specialists will be responsible for assembling terms and definitions relevant to their sections (one term on a 3 X 5 card) and forwarding this list to the Writer-Editor who will compile the complete alphabetized list from the base materials supplied by each Resource Specialist.

The process of review and revision may turn up additional terms which the Team Leader, Technical Coordinator, or Writer-Editor feel should be included, and these will be added to the basic Glossary material. (The Glossary, like the front matter and the Reference section, is assembled in final form as one of the last steps in document preparation.)

The assembly of the Glossary requires accurate definitions, and the Glossary must use definitions accepted by the community of specialists in each scientific discipline. (The reader is referred to the Handbook section on References, which lists some existing Glossaries from which definitions may be obtained.) Additionally, all definitions in an EIS Glossary must, as a minimum standard, agree with any definition used in the laws and regulations governing the operation of the Bureau in general. This means that the Resource Specialists and/or Writer-Editor must refer to applicable laws to ensure that the definitions used in an EIS glossary are in agreement with definitions used in laws and regulations. The laws or regulations most commonly of use to the Team are:

1. BLM Manual 1791 and 1792 (and any other Manual relevant to a specific discipline). (Note: See p. 3-1.)
2. NEPA
3. CEQ Regulations
4. FLPMA
5. The Endangered Species Act
6. The Public Rangelands Improvement Act of 1978
7. The Planning Regulations
8. WO Instruction Memorandum 79-445: Draft Guidelines for preparing Interim Strategy Grazing Environmental Statements, May 10, 1979.

Definitions used in the Glossary may contain more information than that used in any public law or regulation, but must contain at least the legally-used definition, particularly if the term is related to a critical factor of the EIS analysis.

Previous EIS's prepared by the Bureau have often included sections separate from the Glossary which included a list of abbreviations and/or acronyms used in the EIS. These lists have often appeared in the front matter of the EIS. This Handbook recommends that a Glossary be assembled to include all such defintions of terms, placing all similar material in one place. The complete Glossary could be subdivided into categories if the Writer-Editor feels this is necessary, or it could be one alphabetical listing. In either case, the Glossary should include:

1. All relevant terms.
2. Abbreviations.
3. Acronyms.
4. Mathematical symbols or terms, if necessary.
5. Definitions of any mathematical formulas used in the text, if not previously defined.

The layout of the Glossary is based on alphabetical order, and the general guideline is to set up the Glossary so that each term stands out clearly from its definition. (See Illustration 8-14 for a representative example.)

Metric Data Sheet

Since the government is gradually shifting to the use of metrics, it is considered a courtesy to the reader to include a table of metric conversions in an EIS. (The use of metrics was covered previously in this Handbook on p. 7-18.) The most useful position for this table is on the inside of the back cover of the EIS, although it may be included as a subsection of the back matter.

Illustration 8-15 shows a representative conversion table. The Team may develop one suitable to their own EIS as needed. (Additional mathematical data or definitions could be included with the metric data if the scope of the EIS warrants.)

Reference Section (Bibliography)

The importance of the EIS section on references has often been underemphasized, and Reference sections have often been inconsistent. EIS's may be involved in court actions and they must be completely and adequately referenced in order to be defensible in court. "Adequately referenced" means that the reference section of the EIS must be organized so that any interested party will be able to identify and locate any referenced item.

Another problem relates to which system of referencing should be used in an EIS. Resource Specialists usually prefer, or are most familiar, with the system used by their professional peers (or the one they used in college) and the Team Writer-Editor may prefer an entirely different system. This can result in unnecessary delays, and this Handbook outlines a basic system which should be used as the basis for the Reference section in future EIS's. The system selected has been adapted from the basic author-name-year system illustrated in A Manual of Style.

The Manual of Style shows a reference system for both the humanities and for the biological sciences; the main difference being the position of the date of publication of the article referenced. Either of these systems is acceptable for EIS's as long as the selected system is used consistently and as long as specific differentiation is made between the type of item (book, article, etc.) cited. This Handbook has used the humanities style for the examples shown here because that system is the most logically organized, and is easiest to revise or supplement.

The "modified" biological style (currently popular in some areas) which does not differentiate specifically between types of items referenced (book or article) and which uses only an initial capital letter in the titles of citations is not acceptable for EIS's because it does not provide for easy and complete referencing in comparison to the other styles available.

ILLUSTRATION 8-14
EXAMPLE GLOSSARY

BUTANE - general nomenclature of certain compounds of the alkane family consisting of four carbon atoms and ten hydrogen atoms more commonly referred to as (1) Normal Butane, (2) Iso-Butane, or (3) Butanes; occurs in natural gas, crude oil, and is produced by petroleum cracking.

CFM - cubic feet per minute.

CHECK VALVE - a valve with a free-swinging tongue or clapper that permits liquid to flow in one direction only, as in a pipeline.

CHECKERBOARD LANDS - a strip of land approximately 40 miles in width across southern Wyoming where alternate sections are owned by the Federal government in a checkerboard manner.

COATING AND WRAPPING - a field operation for preparing a pipeline to be lowered into the ditch. The line is coated with an inert material, then spiral wrapped with a tough, inert wrapper. Machines ride the pipe, and coat and wrap in one continuous operation. This process protects the pipeline from corrosion. For some pipeline jobs the pipe may be coated and wrapped at a mill or construction yard site. Any damage to the coating from transportation or handling can be corrected before the pipe is installed.

COMMON CARRIER - a transporter of commodities for hire to the public and regulated by some agency of the government.

COMPACTION - the process by which soil grains are rearranged to decrease void space, thereby increasing the weight of solid material per cubic foot.

CONCENTRATION - the relative content of a component (as dissolved or dispersed material); measured by weight or volume of material per unit of volume of the medium.

CONTRAST - the difference between adjacent parts in color and form, as in BLM VRM System.

ILLUSTRATION 8-15

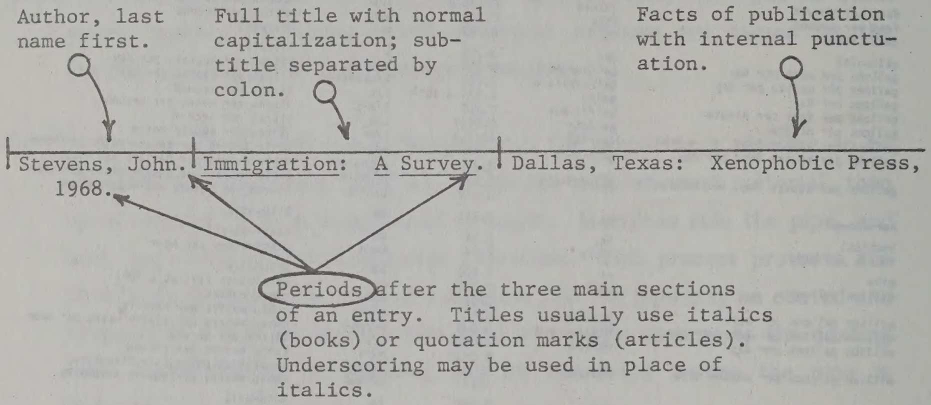
EXAMPLE METRIC SYSTEM TABLE

U.S. customary unit			SI	
Name	Abbreviation	Multiplier	Symbol	Name
acre	acre	0.405	ha	hectare
acre-foot	acre-ft	1,233.5	m^3	cubic metre
acre-inch	acre-in.	102.79	m^3	cubic metre
cubic foot	ft^3	28.32	L	litre
		0.0283	m^3	cubic metre
cubic feet per minute	ft^3/min	0.0283	m^3/min	cubic metres per minute
cubic feet per minute per 100 gallons	ft^3/min·100 gal	0.00747	m^3/min·100 L	cubic metres per minute per 100 litres
cubic feet per pound	ft^3/lb	62.4	L/kg	litres per kilogram
cubic feet per second	ft^3/s	28.32	L/s	litres per second
cubic feet per square foot per minute	ft^3/ft^2·min	0.305	m^3/m^2·min	cubic metres per square metre per minute
cubic inch	in.^{3}	16.39	cm^3	cubic centimetre
		0.0164	L	litre
cubic yard	yd^3	0.765	m^3	cubic metre
		764.6	L	litre
degrees Fahrenheit	°F	0.555 (°F-32)	°C	degrees Celsius
feet per minute	ft/min	0.00508	m/s	metres per second
feet per second	ft/s	0.305	m/s	metres per second
foot (feet)	ft	0.305	m	metre(s)
gallon(s)	gal	3.785	L	litre(s)
gallons per acre per day	gal/acre·d	9.353	L/ha·d	litres per hectare per day
gallons per capita per day	gal/capita·d	3.785	L/capita·d	litres per capita per day
gallons per day	gal/d	4.381 x 10^{-5}	L/s	litres per second
gallons per foot per minute	gal/ft·min	0.207	L/m·s	litres per metre per second
gallons per minute	gal/min	0.0631	L/s	litres per second
gallons per square foot	gal/ft^2	40.743	L/m^2	litres per square metre
gallons per square foot per day	gal/ft^2·d	1.698 x 10^{-3}	m^3/m^2·h	cubic metres per square metre per hour
		0.283	m^3/ha·min	cubic metres per hectare per minute
gallons per square foot per minute	gal/ft^2·min	2.445	m^3/m^2·h	cubic metres per square metre per hour
		0.679	L/m^2·s	litres per square metre per second
horsepower	hp	0.746	kW	kilowatts
inch(es)	in.	2.54	cm	centimetre
inches per hour	in./h	2.54	cm/h	centimetres per hour
mile	mi	1.609	km	kilometre
million gallons	Mgal	3.785	ML	megalitres (litres x 10^6)
		3785.0	m^3	cubic metres
million gallons per acre	Mgal/acre	8353	m^3/ha	cubic metres per hectare
million gallons per acre per day	Mgal/acre·d	0.039	m^3/m^2·h	cubic metres per square metre per hour
million gallons per day*	Mgal/d	43.808	L/s	litres per second**
		0.0438	m^3/s	cubic metres per second
million gallons per square mile	Mgal/mi^2	1.461	ML/km^2	megalitres per square kilometre
		1461	m^3/km^2	cubic metres per square kilometre
parts per billion	ppb	1.609	km	kilometre
parts per million	ppm	1.0	mg/L	milligrams per litre
pound(s)	lb	0.454	kg	kilogram(s)
		453.6	g	gram(s)
pounds per acre per day	lb/acre·d	1.121	kg/ha·d	kilograms per hectare per day
pounds per cubic foot	lb/ft^3	16.018	kg/m^3	kilograms per cubic metre
pounds per 1000 cubic feet	lb/1000 ft^3	16.018	g/m^3	grams per cubic metre
		0.016	kg/m^3	kilograms per cubic metre
pounds per mile	lb/mi	0.222	kg/km	kilograms per kilometre
pounds per million gallons	lb/Mgal	0.120	mg/L	milligrams per litre
pounds per square foot	lb/ft^2	4.882 x 10^{-4}	kg/cm^2	kilograms per square centimetre
		4.882	kg/m^2	kilograms per square metre
pounds per 1000 square feet per day	lb/1000 ft^2·d	4.882 x 10^{-3}	kg/m^2·d	kilograms per square metre per day
pounds per square inch	lb/in.^{2}	0.0703	kg/cm^2	kilograms per square centimetre
square foot	ft^2	0.0929	m^2	square metre
square inch	in.^{2}	6.452	cm^2	square centimetre
square mile	mi^2	2.590	km^2	square kilometre
		259.0	ha	hectare
square yard	yd^2	0.836	m^2	square metre
standard cubic feet per minute	std ft^3/min	1.699	m^3/h	cubic metres per hour
ton (short)	ton (short)	0.907	Mg (or t)	megagram (metric tonne)
tons per acre	tons/acre	2240	kg/ha	kilograms per hectare
tons per square mile	tons/mi^2	3.503	kg/ha	kilograms per hectare
yard	yd	0.914	m	metre

As with the Glossary, base reference material assembly is the responsibility of the Resource Specialists. Each reference item for their assigned sections is entered on a 3 X 5 card (one entry per card) and the collection of cards is forwarded to the Writer-Editor who complies the complete Reference section for the EIS. The Resource Specialist is responsible for the completeness of his data when initially submitted -- the Writer-Editor should not be expected to research references or fill in data gaps for the Team. The Resource Specialist should follow the recommended bibliographical format to the extent possible and ensure that each reference card includes the five major categories of data as listed below.

The Resource Specialists should review a completed draft of the Reference section to ensure that all their submitted material is represented.

The basic format for a reference entry is shown below.



Author, last name first.

Full title with normal capitalization; subtitle separated by colon.

Facts of publication with internal punctuation.

Stevens, John. *Immigration: A Survey.* Dallas, Texas: Xenophobic Press, 1968.

Periods after the three main sections of an entry. Titles usually use italics (books) or quotation marks (articles). Underscoring may be used in place of italics.

Note that this system indicates all primary data in logical order:

1. Author(s)
2. Title and subtitle (if any).
3. Where published.
4. By whom published.
5. Date of publication.

The additional advantage of this base system is that it can be expanded by use of a parenthetical sentence to include specialized information in cases where data is missing, the item is unpublished, etc.

The following examples show how this system applies to documents of the types commonly referenced in Bureau EIS's. (Alternate formats are acceptable, as long as they include the information shown in this section, and adequately differentiate between the kinds of publications.) An example from a Reference Section utilizing this system is included. Additional examples can be found in A Manual of Style, pp. 371-388.

BOOK - 1 AUTHOR

(As shown in Format example)

BOOKS - MULTIPLE AUTHOR

Alexander, E. B., and Peterson, F. F. Reconnaissance Soil Survey-Dixie Valley Area, Nevada. Carson City, Nevada: State Printing Office 1974. (Published in cooperation with the State of Nevada Department of Conservation and Natural Resources, Division of Water Resources.)

(Note that this item includes a parenthetical sentence indicating cooperative publication. Such extra data may be included if relevant to the EIS. Also, reference entries use a "hanging indention.")

PERIODICALS - 1 OR MORE AUTHORS

Data Needed:

Author(s)
Title (in quotes)
Publication article appeared in (underscored)

Volume and/or number of publication
Date of publication
Applicable Page Numbers

Bleak, A. T.; Frischknecht, N. C.; Plummer, A. P.; and Eckert, R. R., Jr. "Problems in Artificial and Natural Revegetation of the Arid Shadscale Vegetation Zone of Utah and Nevada." Journal of Range Management, 18 (1965): 59-65.

(Note punctuation following journal title and year of publication.)

GOVERNMENT PUBLICATION

Data Needed:

Government Agency (include Bureau, etc., if needed)
Title of Publication (underscored or quotes, as necessary)
Government Document Number (if any)
City, State where published (if unpublished, where it is available)
Date of Publication

U.S. Department of Agriculture, Economic Research Service, and U.S. Department of Commerce, Social and Economic Statistics Administration. OBERS Projections, Vol. 7, Economic Activity in the U. S. Washington, D.C.: Government Printing Office, 1974. (Prepared for the U.S. Water Resources Council.)

U.S. Department of Agriculture. "Nevada Areas with Adequate Snowfall for Winter Recreation." Reno, Nevada: Soil Conservation Service Snow Hydrology Unit, 1971.

__________. A Universal Equation for Measuring Wind Erosion: Agricultural Research Service Bulletin ARS 22-69. Washington, D.C.: Government Printing Office, June 1961.

(The second example is a small report, which uses quotes. The third example uses a long underscore to indicate it is by the same "author" as the previous entry, in this case the Department of Agriculture.)

CORRESPONDENCE/PERSONAL COMMUNICATION

Data Needed:

Agency or individual originating communication
Subject (underscored)
Type of communication (in parentheses)
Where communication received
Date of communication

Swchartzkopf, Tondelao. NBEI Project Application. (phone conversation.) Joe Smith, Project Manager. Socorro District Office, May 23, 1976.

(Note: Only personal communications which have been directly mentioned or quoted in the EIS text or Appendix need to be included in the Reference Section. This does not obviate the need for other records of personal communications as part of the EIS process.)

THESES OR DISSERTATIONS

Data Needed:

Author (as for books, last name first)
Title (in quotes)
Type of Publication
Name and location of University or College
Date

Drewien, G. "Food Habits and Weight Relationships of Mourning Doves in Northern Nevada." M.S. Thesis. University of Nevada: Las Vegas, Nevada, 1971.

UNPUBLISHED MANUSCRIPTS OR MATERIALS

Data Needed:

Author (as for books)
Title (in quotes)
Designation (in parenthesis)
Location of publication
Sponsoring Agency
Date of Publication (if any: if no date, use "n.d.".)

Seelinger, Evelyn. "Archaeological Resources Investigation at the Valmy Power Station Site." (Unpublished Manuscript.) Carson City, Nevada: Nevada State Museum, 1977.

FORMAL PAPERS OR SYMPOSIUM PRESENTATIONS

Data Needed:

Author (as for books)
Title of Paper (in quotes)
Title of Symposium, Conference, etc.
Location of Symposium (city and state)
Sponsoring Organization
Date of Presentation

Hall, J. G. "The Kaibab Squirrel." Paper read at Symposium on Range and Endangered Wildlife in the Southwestern United States. Santa Fe, New Mexico: New Mexico Department of Fish and Game, March 22-23, 1974.

TECHNICAL REPORTS

Data Needed:

Author (as for books)
Title (in quotes)
Designation, if needed (in parentheses)
Location
Agency
Date

Smith, John. "Technical Report: Range Survey Methodology." (Unpublished.) Roswell, New Mexico: BLM Roswell District Office, 1979.

NEWSPAPER ARTICLE

Data Needed:

Author (if given) or newspaper
Title of article (in quotes) or designation (Editorial)

Newspaper (if not used above)
Location
Date of Publication

Ellis, Howard M. Editorial. Deseret News. Salt Lake City, Utah: July 9, 1975.

Tombstone Epitaph. "Death of a Cowboy." Tombstone, Arizona: April 1977.

Additional examples of variations on the above basic reference styles are shown below, and a sample page from a Reference Section developed in this style is included.

Hull, A. C., Jr., and Doran, C. W. "A Preliminary Guide to Reseeding Pinyon-Juniper Lands of Western Colorado - Station Paper No. 4." Fort Collins, Colorado: Rocky Mountain Forest and Range Experimental Station, 1950. (Published in cooperation with the U.S. Forest Service.)

Nevada State Engineer's Office, Division of Water Resources. Water for Nevada, Reports 3, 6, 7, 8, and 9. Carson City Nevada: State Printing Office, 1971.

U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resources Administration. A County and Metropolitan Area Data Book. (Reported by the National Center for Health Statistics.) Rockville, Maryland: Public Health Service, 1972.

U.S. Department of the Interior, Bureau of Land Managment. Environmental Analysis Record for the Agricultural Program, Lower Snake River Plains of Idaho. Boise, Idaho: Bureau of Land Management, Idaho State Office, 1976.

During the revision of the EIS from draft to final, new references are usually added. Rather than redraft the entire section to cut in a few new alphabetical entries, a section can be added to the end of the Reference Section as follows:

References added during preparation of the Final Environmental Impact Statement:

Guyton, William F. and Associates. "Report on Ground Water in the North Valmy Station Site Area." Houston, Texas: William F. Guyton and Associates, July, 1975.

________. "Preliminary Report on Development of a Ground Water Supply in the North Valmy Station Site Area near Valmy, Nevada." Houston, Texas: William F. Guyton and Associates, February, 1976.

ILLUSTRATION 8-16
EXAMPLE REFERENCE SECTION

Alexander, E. B., and Peterson, F. F. Reconnaissance Soil Survey-Dixie Valley Area, Nevada. Carson City, Nevada: State Printing Office, 1974. (Published in cooperation with the State of Nevada Department of Conservation and Natural Resources, Division of Water Resources.)

Artz, J. L.; Price, J. B.; Peterson, F. F.; Summerfield, H. B.; Eckert, R. E.; Post, R. L.; Ritter, N. R.; and Skou, S. H. Plantings for Wildlands and Erosion Control. Reno, Nevada: University of Nevada, 1970. (Published in cooperation with U. S. Department of Agriculture, Soil Conservation Service.)

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Index

Section 1502.10 of the CEQ Regulations requires all EIS's to be indexed. The methods used to prepare an index are adequately covered in the Manual of Style, p. 400-430.

The critical element of indexing is the selection of terms which are of sufficient importance within the EIS to be included in an Index. Normally these terms will be nouns. The EIS Team should assist the Writer-Editor whenever possible with the selection of these terms. It is the responsibility of the Writer-Editor to prepare the complete Index.

An example index is included as Illustration 8-17.

List of Preparers

The CEQ Regulations require an EIS to contain a list of preparers (1502.17). This list, for New Mexico EIS's, is included as part of Chapter 4. The list includes those individuals who actually wrote parts of the EIS, their experience, and the sections of the EIS for which they were responsible. (The list may include individuals who prepared significant background papers.) The list should also include a separate section listing those individuals primarily responsible for review of the document (NMSO Environmental Coordinators, WO contacts, and OEPR, if involved). An example list is included as Illustration 8-18.

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ILLUSTRATION 8-18
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9

VISUALS PREPARATION

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9. VISUALS PREPARATION

This section of the Handbook covers both the coordinating activities required to develop quality cost-effective visuals for an EIS and basic standards useful for the preparation of camera-ready art for use in EIS's. The actual processes used to make the various maps and other visuals are not discussed, as this information is far too complex and is outside the scope of this Handbook.

Some current activities which bear on the subject of visuals preparation are:

1. The Bureau has recently completed a Printing and Publications Study which discusses the Bureau's present and anticipated workload for various kinds of printing and publications and suggests methods for improving the quality, cost-effectiveness and overall management of printing. (WO Instruction Memorandum 80-357, March 14, 1980.)

2. A Printing and Publications Task Force has been created in NMSO for the purpose of studying and recommending application of the results of the Bureau Printing and Publications Study.

3. This section includes some information and recommendations made by personnel attending the Thematic Mapping Conference held in Cheyenne, Wyoming in November, 1978. This information is indicated by the terms "conference recommendation" or "conference statement" in parentheses. This conference highlighted cartographic problems and solutions related to preparing visuals for EIS's, among other topics.

Definitions

The following terms are defined here and used consistently throughout this Handbook.

VISUALS - A general term meaning all cartographic work used in an EIS; large color maps, graphs, line drawings, tables, figures, etc.

BASE MAP - Map or chart designed to display the fundamental information of a particular study (EIS) area on which additional data of a thematic nature is compiled by the Resource Specialist and which is eventually developed into a camera-ready thematic map by the Cartographic Technician.

THEMATIC MAP - Also referred to as a special subject map. A thematic map is designed to display a specific subject. A base map plus the overlay developed by a Resource Specialist becomes a thematic map (wildlife, vegetation, soils, etc.).

PLANIMETRIC MAP - A map of any kind which displays only the horizontal positions of features (x and y).

TOPOGRAPHIC MAP - A map which represents both the horizontal and vertical relationships of features in measurable form (x,y, and z). (A base map or thematic map can be planimetric or topographic.)

Constraints and Problems

The most critical factor in visuals preparation is time, particularly for large thematic visuals. Because the information needed to complete the thematic visuals is usually not available until the Team is well into the project, the Cartographic Technician may have less time to prepare the final camera-ready art work than the EIS Team will have to prepare the camera-ready text. The available time may be even shorter if the EIS Team is using word-processing equipment. This fact cannot be over-emphasized, and points to the critical element of early involvement of the Cartographic Technician in the EIS process. (Covered previously in the Handbook section on Workflow, p. 6-6 .)

Standards of Visuals Preparation

The following items provide some very general quality standards which should be met in preparing visuals. These standards are developed primarily from the recommendations made at the Thematic Mapping Conference, general Bureau experience, and some specific problem areas in EIS efforts.

1. The size of printed color thematic maps should not exceed 24" x 36." Maps of a larger size will require GPO to locate a printer who can handle over-size work, increasing the time involved in printing and also increasing the cost. (Conference recommendation.) Printers who can handle oversize work usually have a large backload of this kind of work. Some EIS's have avoided the use of large "pocket" maps entirely, using maps which fold out of the text instead. These maps are usually 11" x 17" or 11" x 21", and are less expensive to print; however, these maps must be hand collated ("tipped") into the EIS when it is prepared for binding. (Nevada EIS's utilize this type of map.)

2. Early consideration needs to be given to the use of color on visuals. WO Instruction Memorandum 78-156 has given the Bureau a "blanket authorization" for the use of color in EIS's but this memorandum is not a blanket justification for the use of color. Justification for the use of color on a visual is dependent on the need to accurately display data, and this is determined through careful analysis of visual needs on the part of the Team and the Cartographic Technician. If the information can be adequately portrayed on a visual without the use of color, then the visual should be developed in black and white. New Mexico BLM policy concerning the use of color visuals is contained in NMSO Instruction Memorandum No. 80-13, included at the end of this section.

3. Where possible, colors used on visuals should be generally the same colors standardly used by the Bureau on other visual displays. For example, a land status map in an EIS should use the same colors as appear on the large "Areas of Responsibility and Land Status Map" used by the Bureau in New Mexico.

4. Stable base materials should be used in developing all camera-ready art work. Punch registration systems should be used for the large visuals requiring overlays. (Conference recommendation.) All cartographic materials should have tic marks or punch registration marks top and bottom. (Stable base materials refers to mylar as opposed to tracing paper or other materials which are more subject to stretching or distortion.)

5. Where possible, base maps developed for EIS's should conform to USGS standards. Many EIS visuals are developed directly from one form or another of USGS map. (Conference Recommendation.)

6. Wherever possible, figures, small (page-size) visuals, and tables should be prepared within dimensions which will allow for printing without reduction or enlargement.

7. Type sizes on visuals should be as consistent as possible throughout the EIS. Although the type will have to vary according to the size and type of the visual, similar visuals should use similar typefaces. In all cases, the exact title of the visual should be the largest (or boldest) typeface, with other data set up in proportion to that typeface. (Conference recommendation.)

8. In general, similar visuals should be set up in a similar fashion and, where possible, oriented in the same way. For example, two figures would have the same border, same uses of type, with the title and legend in the same position. Similarly, the large thematic visuals would follow a standard format to the degree possible.

9. All visuals which have been adapted from source material (other than Team-originated or government materials) should cite the source. Citations of this type usually appear in the title "block" or under the title, and use the smallest typeface consistent with readability.

10. All maps should have north arrows and scales, and the legend and titles should be "boxed" and offset from the body of the map as much as possible. (Conference recommendation.)

11. Maps which are bound in-text and fold out should be folded so that the title is visible. Maps placed in back pockets (usually in "shrink packs") should also be folded so that titles show. General specifications for folding should be listed on the printing specifications sheets.

12. Map titles should be as short as English grammar will allow. Map legends should be as explicit as possible and should use exactly the same symbols and colors as are used in the map body. Any symbol which is not readily understandable by the reader should be explained in the legend. (Conference recommendation.)

13. Scribing or leroy work for lettering or numbering on visuals should be avoided to the degree possible, and "presstype", "image and transfer" or varafont materials used instead. (Conference recommendation.)

14. A completely uniform format for the large thematic visuals is usually not possible because of the wide variety of information which must be displayed. The establishment of some basic quality standards (such as covered in this Handbook section) would most closely approach the concept of a uniform format, and quality standards are basically derived from existing material such as USGS publications.

15. In most cases black and white photographs are used in EIS's, as these reproduce with higher quality than color photographs. Originals provided to the printer should be clean, clear prints on glossy untextured paper or negatives. (Negatives are generally less expensive to print) BLM has been given authority by the Department to use color range trend photographs in range EIS's (Instruction Memorandum 77-296). State Directors may authorize the use of color photographs in a range EIS to provide a graphic image to supplement and illustrate quantitative data (but not to substitute for the data). The decision to use color photographs must be made with care, as the use of color photographs will increase the cost of printing by about $250 per 3" x 5" photograph, increase production (printing) time, limit the available number of printing contractors, and may require on-press inspection of the printing at the contractor's plant. (See NMSO IM 80-13, at the end of this section.)

16. Review of existing BLM EIS's will provide EIS Teams with many examples of effective EIS visuals; however, the "effectiveness" of these visuals must be evaluated by the Team in terms of the cost-effectiveness and utility of the example visual when compared to the methods of producing that visual available to the Team. Many BLM offices have cartographic production capabilities far in excess of the capabilities in other BLM offices, and it should not be automatically assumed that a good visual example in one EIS can be similarly produced for another EIS without recourse to expensive contract work or other services produced through commercial sources. The utility of an example visual from one EIS is critically dependent on the ability of the EIS Team or District office to produce a similar visual with the existing available production methods.

Development of Visuals

The Thematic Mapping Conference concluded that there were two problems which critically affected the production of cost-effective quality visuals for EIS's:

1. Lack of guidelines as to the role of the Cartographic Technician in the EIS process.

2. Failure to involve the Cartographic Technician in the EIS process as early as possible.

In relation to the first problem, the Team should be aware that the types of map work done within other programs and resources may not be the standards or methods applicable to developing visuals for an EIS. EIS visuals technically are not "maps," but rather are "thematic visuals." Teams should develop a workflow where the Resource Specialists are the "experts" on what data needs to be displayed, and the Cartographic Technician is the "expert" in the field of adequately displaying that data in the most cost-effective and timely manner. Coordination and cooperation are the keys to preparing effective EIS visuals. Visuals must be carefully "proofed" by the EIS Team prior to development of the final camera-ready materials to ensure that errors and quality problems are corrected at the earliest possible time.

The following information outlines the basic procedures which must be considered in developing visuals. (Some material here is also covered in the Handbook section on Workflow.)

The Team and Cartographic Technician should consider the following factors when planning the general designs of EIS thematic visuals:

1. Who is the intended audience? Maps should be designed so that the intended audience can easily see the relevant information and relate this to the appropriate text discussion.

2. What does the text discuss that the map should visually emphasize? For example, place names mentioned in the text must appear on any thematic visual related to that text (these items are usually on the base map). The text discussion relative to the range, impacts, scope, etc., of a particular resource is usually directly related to what must be displayed on the thematic maps.

3. How complex is the data which must be displayed? The complexity of data to be displayed is usually a prime factor determining the necessity for using color on a visual.

4. Will the visual fit within basic standards of format? Usually, similar types of visuals in an EIS are set up to as many similar standards of format as is practicable.

Factors of visuals construction which need to be considered by the EIS Team and Cartographic Technician are:

1. The clarity, consistency, and legibility of all thematic visuals is a vital factor in the production of a quality EIS which represents the "best effort" of the Bureau.

2. The readability of a visual is directly related to, and dependent on, the clarity of the contrasts and relationships displayed on the visual. The structuring and organization of a visual is, in turn, dependent on the degree of cooperation and coordination between the Resource Specialists (who know the data which will need to be displayed) the Writer-Editor (who knows the overall structure of the EIS and how the components must fit together) and the Cartographic Technician (who knows the various methods of displaying information which will best suit the needs of the particular EIS).

3. The development of a visual from rough original to printed final copy is dependent on the EIS Team working out the basic visuals outline:

a) The place - the exact area which will form the base map.

b) The data - What material needs to be overlaid on the base.

c) The position of the data - The spatial and color relationships needed to adequately portray the data for the reader.

d) The legend and title - what information will be needed to effectively title and explain the visual.

e) Requirements for reduction - if reductions of camera-ready work will be required, this factor must be considered. Reduction work can affect the clarity of display in the final print.

f) The method of production - printing constraints may affect the choices of map structuring or display which will be available to the EIS Team.

The following material covers the initial planning and procedures which should be established by the Team in the area of preparing visuals. The emphasis here is on early cooperation and coordination among the Team members and Cartographic Technicians, as this factor is absolutely vital to quality production of EIS visuals. EIS Teams will modify the processes as necessary to best meet their particular situation.

General Workflow Procedures

1. As early in the EIS process as possible, the Team Leader, Writer-Editor, and concerned Team members must establish the exact boundary of what will be the EIS or "study" area. This information will be required by the Cartographic Technician as early as possible to establish the base for the thematic visuals and to provide the Team with "working copies" of the base visual for the use of the Resource Specialists in compiling their data. This facilitates preparation of the color thematic visuals, which usually take the longest to produce in camera-ready form.

2. The priorities of need for the various visuals should be determined by the EIS Team as early as possible. This is to alert the Cartographic Technician as to which visuals are going to be needed by the Team (in "rough" form of some kind) for purposes of internal review or review by outside staffs who may not be able to adequately provide substantive review of the EIS without some basic visual aids. (Some visuals may not be needed in draft form except to allow the Team to review and revise them, others may be critical for a review, and the Cartographic Technician will need to know this information in order to set up a production schedule commensurate with the needs of the EIS at any particular stage of text production.) Usually the large thematic visuals have the production priority as they are the items which take the longest to prepare

the longest to prepare and involve the most work. They are usually developed into some form of "proof" for the purposes of review (PDEIS) and the other visuals are set under lesser priorities. In many cases, a rough hand drawing of small bar charts, figures, etc., is sufficient for EIS reviews.

3. The Writer-Editor should prepare an informal write-up of any basic information on document layout or visuals needs which might assist the Cartographic Technician with his/her own production schedule and layout standards for providing "proof" copies and/or final camera-ready copy. This write-up should be updated as necessary. In turn, the Cartographic Technician should be keeping the Team informed (through the Writer-Editor or other established contact) of the status of the visuals and any problems which need to be worked out.

4. The Team should schedule a "pre-work" meeting to discuss aspects of visuals preparation for the EIS. The meeting should include (on an "as needed" basis):

Team Leader
Technical Coordinator
Writer-Editor
Resource Specialists
Office Manager
DO Environmental Coordinator
DO Planning Coordinator
NMSO Environmental Coordinator
NMSO Writer-Editor
SO Cartographic Technician Representative (if SO is providing support)
NMSO Printing Specialist

The meeting agenda should cover the following points. (Not all of these may need to be covered depending on the Team situation and experience.):

a) A general overview of the EIS scope and probable needs for cartographic assistance.

b) A review of the time, cost, and printing constraints which may apply to the particular EIS.

c) A briefing by the Cartographic Technician on the available technology for preparing the color thematic visuals and any black and white work which may need to be done. The focus should be on the circumstances applicable to the particular EIS effort.

d) The group should generally determine the basic visuals sizes, scales, and format which will be needed for the EIS. The criteria for deciding on the use of color for various visuals should also be set out. The Cartographic Technician may need information on the structure of the document (outline), how the material is to be printed, and how the Team plans to set visuals into the text in order to plan the basic structure of the visuals.

e) The Team and Cartographic Technician should establish the necessary workflow procedures for the cartographic materials. The Team will select one individual (usually the Writer-Editor) to act as the primary contact and liaison between the Cartographic Staff and the Team. All routing of rough originals and "proof" copies should be through this contact, and resolution of any problems should be worked through the same workflow, although the Team leader and/or Technical Coordinator would make all decisions in relation to resolving conflicts.

f) The Team should make arrangements for including the Cartographic Technician in key Team meetings when needed so that the full Team can be updated on the cartographic work, problems, and needs. This is a key element in an effective workflow process for visuals preparation, and is very useful to the Cartographic Technician in maintaining a production schedule commensurate with the EIS schedule.

g) The Cartographic Technician should establish procedures with the Writer-Editor for reviewing proof copies of the EIS visuals. The Resource Specialists will review and approve all materials which they have originated, coordinating any necessary changes through the Writer-Editor. The Writer-Editor should also be reviewing all visuals for consistency with the text material and conformance to the chosen standards of format. The Technical Coordinator and/or Team Leader may also be involved in reviewing proof copies of visuals as needed. No visual should be developed in camera-ready form until it has been reviewed and approved as to accuracy, quality, and completeness by the appropriate Team specialists and the Team Leader.

h) The Team should generally outline procedures at this meeting which will provide for security of the visuals copy and any coordination procedures which may be required for printing. Coordination of printing for EIS's is the responsibility of the NMSO Branch of Environmental Coordination.

The following NMSO Instruction Memorandum provides current policy and guidance for visuals preparation in New Mexico EIS's.

March 3 1849

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
NEW MEXICO STATE OFFICE
P.O. BOX 1449
SANTA FE, NEW MEXICO 87501

IN REPLY REFER TO
1792 (911)

Instruction Memorandum NMSO No. 80-13
Expires: 9/30/80

To: District Managers, NMSO Division and Staff Chiefs

From: State Director, New Mexico

Subject: New Mexico Policy Concerning Development of Visuals for EIS's

Experience with completed New Mexico EIS efforts has indicated that development of visuals for EIS's has not always been adequately planned or considered in terms of cost-effectiveness and practicability. This has resulted in expenditures of time, manpower, and funds which would normally not be necessary, and also in errors in the display of data, particularly on color maps.

This memorandum establishes New Mexico BLM policy in regard to EIS visuals which will provide for cost-effective and timely production of these visuals.

In the future, EIS teams will be required to write up the planned visuals production methods and time frames for a particular statement. This material should be included in the preliminary preparation plan. (For the current El Malpais and San Juan projects, this information should be developed in a separate memorandum and forwarded to the Environmental Coordination Staff (911) as soon as possible.) The information required includes:

1. The types and numbers of visuals to be included in the statement.

2. Proposed methods for producing visuals. (Include any need for assistance of other staffs.)

3. Justification for use of color photographs, if any are planned. (Justification should be in terms of cost, utility to the display of data in the EIS, and the capability for production.)

4. Planned production schedule for visuals (including review/approval of visuals by the team members), including relationship of

visuals production schedule to the overall EIS schedule with any problems, constraints, materials needs identified. Potential solutions to any problem should be included.

5. Description of the format (single or double column) and method of production (mag card, word-processors) for the text.

6. Planned printing schedule for the EIS, including number of copies needed, any coordination which will be required from other offices, and the time frame for this coordination.

7. Will these people who will be producing visuals need training or support from other cartographic staffs? What time frame will be required for this training or support?

8. Are any materials needed for visuals production not currently available? Where will this material be obtained?

9. What funding is currently available for visuals production? Will funding be sufficient for the job?

10. Any problems not covered in 1-9 which will require assistance, guidance, or coordination from ECS or other staffs.

Coordination with GPO on printing and development of visuals for EIS's will be provided by the Environmental Coordination Staff. ECS will provide a focal point for consistent and coordinated contact with GPO. ECS will also provide coordination and liason with the NMSO Branch of Engineering Graphics and Public Affairs, as needed. District EIS team members should not contact GPO directly unless previously cleared with ECS.

In support of current District EIS projects and the policies established herein, the following guidance is provided.

Existing Guidance on Visuals Preparation

Some guidance concerning the production of visuals for EIS's is contained in Appendix 4 of BLM 1792 and in the Interim Guidance for Preparing Environmental Impact Statements (WO IM 78-472). More complete guidance is contained in the Editorial Management Handbook, Sections 6, 9, and 12. Questions concerning development of visuals, document layout, and printing for EIS's should be directed to the Environmental Coordination Staff (911).

Use of Existing EIS's as Guidance on Visuals Production

Team members often use examples from existing bureau EIS' as guides in planning and developing the visuals for their EIS. Team members must be aware that the utility of these examples may be limited, as the cartographic capabilities (and constraints thereon) of other State and District offices varies widely and may not be applicable to situations in New Mexico efforts. For example, a color visual for the EIS Area of a Nevada EIS may be an excellent example for patterning a visual after in a New Mexico EIS, but the capability for producting a visual of that type in a New Mexico EIS may not exist without resort to expensive contracting with a commercial printer for camera work, etc.

The planning of visuals for inclusion in New Mexico EIS's must take into account the capabilities of the District and State offices to produce visuals, particularly color visuals. Where practicable, EIS teams should stress development of visuals by available methods which do not sacrifice accuracy or quality. As in other EIS preparation situations, the "ideal" display of visual information must be balanced against the cost-effectiveness of the production methods and the time and funds available.

Use of Color in EIS's

The use of color for EIS visuals is of particular concern since producing color visuals is the most complex and time-consuming of the visuals production procedures. Two instruction memoranda (WO IM 77-296 and 78-156) have authorized the BLM to use color in EIS visuals, including color range trend photographs in grazing EIS's; however, these authorizations are not a "blanket" justification for the use of color, particularly in the case of photographs. (General regulations concerning color printing are found in the Government Printing and Binding Regulations. The relevant sections are included at the end of this memorandum.)

Justification for the use of color on EIS visuals is dependent on the need to accurately display data supportive of the EIS text, the cost-effectiveness of the methods available to produce color visuals, and the time frame available to produce these visuals. Generally, if the information in a visual can be adequately displayed without the use of color, the visual should be developed in black and white. (Editorial Management Handbook, Page 108.)

Color photographs in an EIS should be avoided. The expense involved in setting up and printing color photographs can be excessive (around $250 per photograph). If a team desires to use color photographs in an EIS, this use must be adequately justified in terms of cost, utility to the display of data in the EIS, and cabability for production.

The cover of an EIS is normally printed in one color on color stock (giving two colors). EIS covers may be plain or displayed with an illustration (line drawing or sharp black and white photograph developed into a half-tone negative). Color photographs will not be used on New Mexico EIS covers.

Review of EIS Visuals During Preparation

Failure of team members to develop adequate monitoring procedures for reviewing and approving visuals prior to their being printed has resulted in data and display errors on EIS visuals, cost overruns, and delays.

As discussed in sections 6 and 9 of the Editorial Management Handbook, team members should review all visuals for quality and accuracy well before the cartographic staff develops these visuals into the camera-ready final materials. The procedures for this review may vary, but the requirement that the team review and approve visuals (particularly color maps) is extremely critical to effective presentation of data. Errors, omissions, quality defects, and any production problems must be discovered and corrected well before any camera-ready materials are finished to avoid delays or extra costs incurred in developing camera-ready visuals.

Any questions or concerns on material in this memorandum, or on visuals production problems, should be directed to Don Boyer at Ext. 214.

1 Enclosure
    Encl. 1-Copy of Government Printing and Binding Regulations

Distribution:
WO (855) - 1
DSC (559A) - 1
SD - 1

Extract from Government Printing and Binding Regulations, Title III, Para. 18. (Joint Committee on Printing, Congress of the United States: April, 1977.)

18–1. Color Printing.—The committee recognizes that printing in two or more colors generally increases costs. Consequently, it is the responsibility of the head of any department, independent office or establishment of the Government to assure that all multicolor printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included.

18–2. Demonstrably valuable multicolor printing, for the purpose of these regulations, includes the following categories:

(*a*) Maps and technical diagrams where additional color is necessary for clarity.

(*b*) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.)

(*c*) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.

(*d*) Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use.

(*e*) Printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.

Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits; or to encourage utilization of Government facilities such as programs for social security, medicare, and certain areas of need for veterans would come within this category.

18–3. Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations, includes but is not exclusively limited to the following categories:

(*a*) Printed items wherein additional color is used primarily for decorative effect.

(*b*) Printed items where additional color is used primarily in lieu of effective layout and design.

(*c*) Printed items where additional color is used excessively, i.e., four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one is adequate.

(*d*) Printed items wherein the inclusion of multicolor does not reflect careful, competent advance planning which recognizes the contribution the use of color is expected to make to the ultimate end-purpose.

IN REPLY REFER
1544 (554)

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

March 27, 1978

Instruction Memorandum No. 78-156
Expires 9/30/79

To: SD's; BLM D-BIFC; SCD; Managers, OCS Offices

From: Assistant Director, Administration

Subject: Use of Color Printing in Environmental Statements

The Department has given the Bureau blanket authorization to use color printed maps or visuals which are part of Environmental Statements. You are reminded that all printing must be procured in accordance with 314 DM 1. Color printing, other than for maps or visuals, requires individual clearance. Requests must include justification and alternatives and must be submitted to the Director (550).

This blanket authorization is for no more than four colors (including black). You should design your projects for four-color process printing. If more than four colors are required, separate justifications must be submitted to Director (550) for each Environmental Statement.

To aid in your selection of process colors, we suggest you invest in a book entitled, Color Index. This publication costs approximately $100 and may be ordered from:

Color Index Company
123 Tenth Street
San Francisco, California 94103
(415-552-1274)

If you have additional questions concerning printing, please contact Mr. Victor Trilling on FTS 343-6445.

Acting

IN REPLY REFER TO:

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

1510 (552)

'77 JUN
SANTA FE, NEW MEX.

June 13, 1977

Instruction Memorandum No. 77-296
Expires: 6/30/78

To: State Directors

From: Assistant Director, Administration

Subject: Color Photographs in Range Environmental Statements

The Bureau has been given authority by the Department to use range trend color photographs in Range Environmental Statements (ES).

State Directors may authorize the use of color photographs in Range ES to provide a graphic image to supplement and illustrate quantitative data. The photographs should be supported with legends, explanations, and a cross-reference to the written data. Color photographs shall not be used as a substitute for quantitative data.

It is advised that the following five factors be considered prior to authorizing actual use of color photographs in Range ES.

1. Increased cost: approximately $250.00 per photograph for color separating and proofing.
2. Scheduling: increased production time for 4-color printing.
3. Some form of color proofing is necessary, such as progressive proofs.
4. Limits of available printing contractors, in that all printers are not equipped to do 4-color printing.
5. An on-press inspection of the printing at the contractor's plant should be accomplished for quality control on all 4-color printing.

Gerald E. Petty

10

PUBLIC PARTICIPATION

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BLM Library
Denver Federal Center
Bldg. 85, OC-521
P.O. Box 25047
Denver, CO 80225

10. PUBLIC PARTICIPATION

This section covers activities related to public involvement on an EIS and for preparing the EIS Transmittal Package, letters of public contact, and the Consultation and Coordination Chapter of an EIS. Because of the existence of considerable guidance on the conduct of public participation (outlined below) for EIS's, these factors are deemphasized in this Handbook in favor of covering the potential functions of the Writer-Editor and other Team members in the main areas of their concern - i.e., the assistance provided for public affairs activities, preparation of the EIS Consultation and Coordination Chapter and related sections, and the development and mailing of letters and memorandums of public contact when a DEIS or FEIS is released.

The public participation actions related to an EIS can require considerable coordination between the EIS Team, the District Office, the District and State Office Public Affairs staffs, the State Office Environmental Coordinators and Writer-Editor, and the Washington Office contact for the particular EIS. The actual amount of work and coordination is primarily dependent on the project itself and the amount of public involvement necessary to complete an adequate EIS.

The actual details of public involvement are developed by the EIS Team (through coordination with other staffs) in the public participation plan. Generally, the EIS Team Writer-Editor will be assigned the lead (under direction of the Team Leader) for internal Team functions related to public involvement (for example, the development of the Consultation and Coordination Chapter) while the District and SO Public Affairs staffs will have the lead on external functions such as media contacts, preparing for public hearings, writing news releases, etc.

Because of the complexity of the subject, and the availability of considerable assistance from Public Affairs staffs, this Handbook assumes a situation in which the Writer-Editor, under the direction of the Team Leader, will have major responsibilities for those aspects of public involvement which will appear in Chapter 4 of the EIS, and will be in an assistance capacity for those activities for which the various Public Affairs Staffs normally have the lead.

Guidance and Regulations

Writer-Editors should be familiar with those aspects of the applicable laws and regulations relating to public involvement in the EIS process. The primary items are: NEPA, FLPMA, the CEQ Regulations, and BLM Manual 1601, Appendix 2.

Section 103(d) of FLPMA defines public involvement as:

> ...the opportunity for participation by affected citizens in rulemaking, decisionmaking, and planning with respect to the public lands, including public meetings or hearings held at locations near the affected lands, or advisory mechanisms, or such other procedures as may be necessary to provide public comment in a particular instance.

FLPMA further states that it is the policy of the United States that:

> In administering public land status and exercising discretionary authority granted by them, the Secretary be required to establish comprehensive rules and regulations after considering the views of the general public; and to structure adjudication procedures to assure adeqate third party participation, objective administrative review of intitial decisions, and expeditious decisionmaking. (Section 102(a)(5), emphasis added.)

The Planning Regulations (Section 1601.3) state that public participation "is to be designed to facilitate opportunities for meaningful involvement of the public in the BLM's planning and environmental processes" and that public participation "should be appropriate to the area and people involved, the potential impacts of the proposed action, and the stage of the process."

The new CEQ Regulations state that:

> NEPA procedures must ensure that environmental information is available to public officials and citizens before decisions are made and before actions are taken. The information must be of high quality. Accurate scientific analysis, expert agency comments, and public scrutiny are essential to implementing NEPA (Section 1500.1(b))

The regulations further state that "agencies shall... make diligent efforts to involve the public in preparing and implementing their NEPA procedures." (Section 1506.6.) The Writer-Editor should be aware of the sections of the CEQ Regulations concerning public participation, particularly those sections on Scoping (1501.7) Circulation (1502.19) Commenting (1503) and Public Involvement (1506.6.)

Writer-Editor Roles

Early Coordination with PAO

The Writer-Editor, under the direction of the Team Leader, should be involved early in the EIS process with determining his/her involvement in public participation activities, including the coordination which will be needed with the District or other Public Affairs Staffs. These details are usually worked out in early Team meetings which include representation by the Public Affairs Staff. Generally, these items are decided in the process of establishing a public participations plan for the EIS, and (under the CEQ Regulations) during the early phases of the scoping process.

Identification of Publics and Early Public Contact.

Early public contact encompasses those activities which occur after the decision is made to prepare an EIS and as the EIS Team is developing the scoping activities and the Preliminary Preparation Plan. The Writer-Editor and Team (in cooperation with the Public Affairs Staff) will be identifying all possible groups and individuals that may be affected by, or interested in, the proposed action. The public is usually officially informed of the EIS preparation as soon as possible after the decision to prepare an EIS has been made. This contact is usually accomplished through news releases and other appropriate media contact, and with letters to key organizations and individuals. (A Notice of Intent to prepare an EIS is also published in the Federal Register as required by Section 1501.7 of the CEQ Regulations.) All articles and letters should include either the Project Manager or Team Leader's name, business, address, and phone so that the public will know who to contact for further information, and so that all material is directed to the EIS Team. These letters are generally developed by PAO; however, the Writer-Editor may be involved in preparing initial drafts and in some cases may have to develop all the letters in draft or final form. Scoping meetings, workshops, and other contacts held in the early stages of the EIS process (Preparation Plan, etc.); will provide many addressees, and the amount of work required of the Writer-Editor in these situations will vary with the scope and complexity of the project. Public involvement techniques and assistance are available from the various Public Affairs Staffs and from BLM Manual 1601, Appendix 2. The key to the utility of all the data developed in this stage of the process is adequate documentation.

Developing a Mailing List

One of the primary activities which the Team Writer-Editor may be working on in the early stages of the EIS process would be the development of an adequate mailing list. The Public Affairs Office maintains a mailing list of public contacts for Bureau-related work, including environmental projects. This list is revised and updated at least yearly, and copies maintained in each District. This mailing list should form the basis of any material needed by the Team for developing an EIS mailing list. The Team and/or Writer-Editor may be adding items to the list and deleting others; generally this list will be the base from which a complete list relevant to the particular EIS will be developed. Additions to the list will come through scoping meetings and other public contact activities.

The mailing list for a particular EIS will be required in its final form no later than when the DEIS has been delivered to the printer and the Writer-Editor begins preparation of the letters of public contact (if assigned this task.) The Writer-Editor will need to review the preliminary mailing list with the Team Leader to ensure that every effort is being made to contact all the concerned publics identified during the scoping process and other public involvement efforts. Procedures for notifying state agencies need to be worked out at this time. Usually, state agency contacts are made through a clearinghouse (OMB Circular A-95); however, in New Mexico the A-95 clearinghouse does not automatically contact state agencies. These agencies in New Mexico may require individual contact.

The development of the DEIS mailing list is usually keyed to the types of letters or memoranda which will need to be prepared by the Public Affairs Staff and/or the Team Writer-Editor. The mailing list can be broken down into sub-headings of type or category of addressee, and an initial determination made of what kind of letter will be needed for that type of addressee an whether or not they will receive one or more copies of the DEIS. (Even if the EIS Team uses one single type of letter for all addressees, having the mailing list categorized will simplify the process of figuring out how many copies of the EIS will be needed. The State Office PAO mailing list is already sub-divided by addressee category.) Team situations may modify the structure of categories to suit a particular situation. A mailing list of this type would list addressees by category, and the entire list could be accompanied by a "cover sheet" developed by the Writer-Editor which oulines the type of letter or memo required, as follows:

1. Federal Agencies within DOI - require memoranda and a minimum of 2 copies of the DEIS (some agencies require additional copies. (See the 1792 Manual.)

2. Federal Agencies outside DOI - require a letter, and copies of the DEIS as needed.

3. Congressional Representatives - Senators and Congressmen receive a letter and one copy of the DEIS in their Washington Office, and a copy of the letter with one DEIS should be sent to their office within the state. (Letters to both offices is a courtesy to the Congressional Staffs.)

4. BLM Offices within the State - provision should be made to ensure that other BLM offices within the State receive copies of the EIS as necessary. Also, NMSO Central Files should be included on the mailing list and should receive copies of the EIS sufficient for their files and for the various BLM libraries.

5. State Agencies - Usually covered by a letter to the appropriate clearinghouse accompanied by copies of the DEIS as needed. This group should also include a letter to the Governor with one copy of the DEIS. This letter usually informs the Governor that the DEIS has been made available to the Clearinghouse and to various concerned state agencies.

6. City/County Agencies - Require a letter. Copies of the EIS can be sent if the organization is within the area affected by the proposal; other organizations may receive an "information only" type of letter with no copies of the DEIS unless they request copies. The Team Leader and Writer-Editor will determine if it is necessary to send the DEIS in all instances. Some addressees need only be informed of the statement's availability and where it is available. (The utility of the "information only" type of letter is that it reduces the need for mailing out copies of the DEIS to organizations or individuals who, although identified as potential "public", may not be interested in the proposed action or in commenting.)

7. Interest Groups/Private Companies - Depending on their relationship, these organizations usually receive an "information only" type of letter with no copies of the EIS. Special circumstances may require that copies be sent as a courtesy or by request.

8. Public or University Libraries - Usually receive a letter requesting that copies of the EIS be made available to the public through the close of the public comment period and two copies of the EIS.

9. Special Letters - There may be a need for letters of a special nature to various individual addressees, such as a letter to the applicant on an NBEI EIS project. These should be handled on a case-by-case basis.

Other special letters would be those developed as a "blanket" response to the receipt of comments on a DEIS or various responses which may be needed to meet public or Federal inquiry or requests for copies of the statement.

Some EIS Teams have chosen to avoid the complexity of developing letters of public contact which are specifically written for a particular audience. Instead, one single letter (signed by the responsible official) is used regardless of the addressee. This letter is usually either found in the EIS (bound in, if possible) or included in the mailing package. Special letters or memoranda are developed on an "as needed basis" for addressees requiring a more formal "cover" letter. This technique was used with the Shell CO_2 EIS prepared in New Mexico.

Either method of developing letters of public contact is acceptable; however, the mailing list should be maintained by categories in either case, as this list will be useful to the EIS Team in determining the total number of EIS's which will need to be mailed out, which in turn assists in estimating the number of EIS's which should be printed.

When a mailing list is developed, the Writer-Editor will have a close total of the number and type of letters and memos that will be needed (if the letters are not being written by PAO) and of the number of copies of the DEIS which will be initially distributed, information which can be useful later in the printing of the DEIS. The Writer-Editor may be maintaining a "cover" sheet to track the letter and mailing processes, and should definitely be tracking the number of copies of the DEIS distributed.

An example projected distribution list is included as Illustration 10-1. Because of the wide variety of types and styles of letters of public contact or response to comments which have been required on EIS's, examples are not included here. Reference can be made to existing file copies of letters used on completed EIS projects.

ILLUSTRATION 10-1
EXAMPLE DEIS PROJECTED DISTRIBUTION LIST

Congressional Representatives (1 to each office)[a]	9
DOI Agencies (non-BLM) (2 copies each)	32
Federal Agencies (non-DOI) (2 copies each)[b]	20
BLM Offices (outside state) (2 copies each)	6
STATE OFFICE DISTRIBUTION	
SD, ASD (1 copy each)	2
Division Chiefs (2 copies each via info memo)	10
Cartographic Staff (as requested)	5
EIS Team (1 copy to each Team member)	10
Division of P&EC staff	10
Library (as requested)	10
EIS Team Library	2
Copies for WO "Transmittal Package" (15 required, plus extras to WO contact as needed)	20
DM's (usually 2 copies each, more if particular District requires)	10
COPIES TO PUBLIC (From Mailing List)	280
Known Distribution	420
Recommended Print Run[c]	800

TOTAL DOCUMENT PAGES X PRINT RUN = 150 X 800 = 12,000 PAGES.

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[a] as a courtesy to Congressional staffs, EIS's are usually sent to the Congressman's or Senator's Office in Washington and in their state.

[b] except EPA, which requires 5 copies (as part of transmittal package) with an additional 5 copies to the appropriate regional office(s).

[c] the number of copies needed for an EIS is also partially dependent on the amount of known public interest in the proposed action. Some grazing statements, for example, usually have 1,000 copies printed because of their heavy public interest.

Developing Letters of Public Contact

The writing of the actual letters of public contact when a DEIS is released to the public for review and comment is dependent primarily on the working relationship established with the Public Affairs Staffs during development of the public participation plan. The EIS Team, and particularly the Writer-Editor, will be concerned with the content and tone of all letters developed, although the actual letters may be written by Public Affairs. Depending on the working situation, the Team Writer-Editor may be developing draft versions of the letters in cooperation with the Team, with the final versions of the letters developed by PAO.

Because of the wide variety of working circumstances which can occur in this situation, only very general guidelines are included in this Handbook.

1) Much time can be saved in developing individual types of letters if the information included in them is duplicated as to content and paragraph order as exactly as possible within each of the letters and memorandums.

2) All letters should be reviewed by the EIS Team (Team Leader, Technical Coordinator and Writer-Editor) prior to signature by the responsible official. This ensures that these letters adequately state all the relevant facts. References to legislation, policy, terminology, and any quantification should be checked for accuracy.

3) Every effort should be made by PAO and the EIS Team to ensure that the mailing list is complete and that all relevant addressees are being contacted, particularly affected publics and agencies with juridicition by law or expertise.

Development of EIS Transmittal Package

When a DEIS is prepared for issuance to the public, the EIS Team must also prepare a Transmittal Package to the Washington Office so the EIS can be filed with EPA. This Transmittal Package is the responsibility of the EIS Team and, while it is not strictly a "public involvement" activity, it is usually developed concurrently with the development of the letters of public contact. The Writer-Editor is usually assigned responsibility for drafting the memorandums, letters and attachments which are required as components of the Transmittal Package mailed to the appropriate WO staff for filing the EIS with EPA and for publishing the Federal Register Notice. This package should be written, reviewed, revised and approved well in advance of the arrival of the DEIS or FEIS from the printer, as circumstances of timing may require that this package itself be forwarded to WO prior to mailing the EIS's required for filing.

The Transmittal Package has the following components:

1. Memorandum from the State Director to the Director, with the appropriate WO code (see Illustration 10-2A.) This memo serves as a "cover" memo for the entire Transmittal Package and is signed by the

State Director (this memo is not included in the illustrations in 1792). The Writer-Editor should make arrangements to see that this memo is routed to and from the State Office for signature. (Usually, the Transmittal Package is mailed from the District with the required number of EIS copies. If time permits, the entire package can be forwarded to the State Director's Office for signature of the cover memo, and can be mailed from the State Office while the EIS's themselves are mailed from the District.)

2. Draft Director's Transmittal Memorandum to the Assistant Secretary (original and two copies). This memorandum will be final typed by the Washington Office on the appropriate letterhead, so the initial memorandum is only prepared by the EIS Team as a draft.

3. EIS Summary. Three copies are included with the Transmittal Package. (For EIS's prepared under CEQ, this means 3 copies of the longer summary are now required.)

4. Draft Notice of Availability (original and two copies). This notice may be revised prior to appearing in the Federal Register, therefore, it is initially prepared as a draft. This Notice is published in the Federal Register and will be reviewed by the appropriate PAO prior to inclusion in the Transmittal Package.

5. Draft News Release (original and two copies). The News Release will also need to be reviewed and approved by the appropriate PAO prior to inclusion in the Transmittal Package. May also be revised.

6. Draft Transmittal Letter to EPA. This letter will be final typed by the Washington Office on the appropriate letterhead.

The Transmittal Package is generally forwarded to the WO contact for the EIS with 15 copies of the EIS (minimum - extras are usually included as a courtesy to the WO staff who are coordinating the filing of the EIS.) The package may be mailed to WO prior to arrival of the EIS from the printer, with the copies of the EIS sent later. The copies of the EIS may be airfreighted to Washington, D.C. and delivered to the appropriate office. All arrangements for delivery and pick-up must be made in cooperation with the Washington Office contact and should be specified on the Bill of Lading and airfreight bill.

The Interim Guidance and 1792 provide additional guidelines on the development of the Transmittal Package. The News Release and Federal Register Notice are usually developed by, or in cooperation with, the Public Affairs Staffs and are reviewed and approved by those staffs. Specific assistance on developing Federal Register notices can be obtained from the Federal Register Document Drafting Handbook (318 DM 1-7).

The Federal Register Notice must:

1. Be double spaced.

2. Be signed.

3. Be certified for signature.

4. Contain the title of the signing officer.

5. Be dated.

There must be a signed original and two certified copies, or a signed original and two signed duplicates certified as originals. The Notice must contain all places and times of any public hearings, where registration forms may be obtained, and to whom forms are to be mailed for preregistration (i.e., the contact for that particular EIS.) The Federal Register Notice is sent to the Office of the Federal Register, Material Archives and Records Service, Washington, D.C. 20408. (The Register Office requires about one week of preparation prior to printing.) The Notice is usually sent to the Washington Office in the Transmittal Package, and is sent from there to the office of the Federal Register. The Notice usually takes about 10 days to clear the Department and additional time may be needed if special clearance is required through DOI's Office of Environmental Project Review.

The Transmittal Package is usually reviewed and approved by the Team Leader/Technical Coordinator. Except for the News Release and Federal Register Notice (developed separately) PAO does not review the Transmittal Package.

NOTE: BLM New Mexico has recently been delegated filing authority for some types of EIS's (grazing and lands actions). This filing authority makes the process of filing EIS's an in-state process and creates the following changes in the Transmittal Package:

a) The State Director's formal cover memorandum to the Director is deleted, as the WO will not be involved in the approval for filing process, although the WO contact will be doing the "legwork" of getting the EIS filed with EPA. There may still be a memo from the State Director to the Director (with the appropriate Division code) but it would only request that the EIS be filed with EPA via the WO contact for that EIS.

b) The Notice of Availability, News Release, and Transmittal Letter to EPA would be prepared in final form, as the WO will no longer be involved in reviewing this material. (Review of these items will be in-house.)

c) The Director's Transmittal Memorandum to the Assistant Secretary is deleted.

Examples of the materials required in the Transmittal Package are included as Illustration 10-2. (This illustration is the complete package for an EIS for which New Mexico does not have filing authority.)

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
NEW MEXICO STATE OFFICE
P.O. BOX 1449
SANTA FE, NEW MEXICO 87501

IN REPLY REFER TO
1792 (911)
xNM29081

JUN 15 1979

ILLUSTRATION 10-2A
EXAMPLE STATE DIRECTOR'S COVER
MEMORANDUM; TRANSMITTAL PACKAGE

Memorandum

To: Director (321)

From: State Director, New Mexico

Subject: Draft Environmental Statement CO_2 Project, Wasson Field/Denver Unit

Forwarded under separate cover are 20 copies of the Subject Draft Environmental Statement. Enclosed with this memorandum are the Summary Sheets from the subject ES and drafts of the Notice of Availability, News Release, Transmittal Letter to the Environmental Protection Agency, and the Director's Transmittal Memorandum.

Please contact Chris Anderson, Environmental Coordination Section, New Mexico State Office (FTS 476-1214) on any matter concerning this statement.

Larry L. Woodard
Acting

Enclosures (5)
1-ES Summary Sheets (3 copies)
2-Draft Notice of Availability
3-Draft News Release
4-Draft Transmittal Letter to EPA
5-Draft Director's Transmittal Memorandum

Separate Cover
CO_2 Project, Wasson Field/Denver Unit DES - 20 copies

DRAFT

ILLUSTRATION 10-2B
EXAMPLE DRAFT DIRECTOR'S TRANSMITTAL MEMORANDUM; TRANSMITTAL PACKAGE

Memorandum

To: Assistant Secretary, Program Development and Budget

Through: Assistant Secretary, Land and Water Resources

From: Director Bureau of Land Management

Subject: Transmittal of Draft Environmental Statement, CO_2 Project, Wasson Field, Denver Unit

Enclosed are the Draft Environmental Statement, Summary Sheet, Notice of Availability, News Release, and Transmittal Letter to the Environmental Protection Agency.

Please contact the Division of Lands and Realty for any additional information on this draft statement. This staff may be reached at ext. 5441.

Enclosures (5)
1-Draft Environmental Statement
2-ES Summary Sheet
3-Draft Notice of Availability
4-Draft News Release
5-Draft Transmittal Letter to EPA

DRAFT

ILLUSTRATION 10-2C
EXAMPLE DRAFT LETTER TO EPA,
TRANSMITTAL PACKAGE

William Hedeman
Director, Office Environmental Review
Environmental Protection Agency
401 M Street
Washington, D.C. 20460

Dear Mr. Hedeman:

In compliance with Section 102 (2)(c) of the National Environmental Policy Act of 1969, the Bureau of Land Management has prepared a Draft Environmental Statement on Shell Oil Company's proposed CO_2 project. This project proposed to transport CO_2 from Colorado through New Mexico to oil fields in West Texas.

We are enclosing 5 copies of the subject Draft Environmental Statement. A copy of this letter and copies of the draft statement have been forwarded to the regional offices in Dallas, Texas and Denver, Colorado.

Sincerely yours,

Secretary of the Interior

Enclosure

UNITED STATE DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

DRAFT

Notice of Availability of Draft Environmental Statement

CO_2 Project Wassons Field/Denver Unit

Pursuant to Section 102 (2)(C) of the National Environmental Policy Act of 1969, the Department of the Interior, Bureau of Land Management has prepared an environmental statement for a proposed CO_2 project and invites your written comments within 45 days of this notice. This project consists of a CO_2 well field in southwest Colorado and a 478 mile pipeline through New Mexico to the Denver City, Texas area. The CO_2 will be injected into oil wells to enhance oil recovery. Public meetings will be held near the end of July in Cortez, Colorado and Albuquerque and Roswell, New Mexico. Time and locations will be announced later. Copies of the draft enviornmental statements will be available for public inspection at the locations listed below.

BUREAU OF LAND MANAGEMENT

Albuquerque District Office
3550 Pan American Freeway, NE
Albuquerque, New Mexico 87107

Farmington Resource Area Office
900 La Plata Highway
P.O. Box 568
Farmington, New Mexico 87401

Roswell District Office
1717 W. Second Street
Featherstone Farm's Building
P.O. Box 1397
Roswell, New Mexico 88201

New Mexico State Office
U.S. Post Office Building, South Federal Place
P.O. Box 1449
Santa Fe, New Mexico 87501

Durango Resource Area Office
701 Camino del Rio
Durango, Colorado 81301

ILLUSTRATION 10-2D
EXAMPLE DRAFT NOTICE OF
AVAILABILITY, TRANSMITTAL PACKAGE

LOCAL

Colorado

Dolores County Commissioners
Montezuma County Commissioners
La Plata County Commissioners
Montelores Planning Commission

New Mexico

Bernalillo County Commissioners
Chaves County Commissioners
Guadalupe County Commissioners
Lea County Commissioners
Lincoln County Commissioners
McKinley County Commissioners
Sandoval County Commissioners
San Juan County Commissioners
Santa Fe County Commissioners
Torrance County Commissioners
San Juan Regional Planning Commission
Southeastern Economic Development District
Southern Rio Grande Council of Governments

Texas

Gaines County Commissioners Court
Yoakum County Commissioners Court
South Plains Association of Governments
Permian Basin Association of Governments

NON-GOVERNMENTAL ORGANIZATIONS

Central New Mexico Audubon Society
Colorado Association of Commerce and Industry
Colorado Four Wheel Drive Clubs, Incorporated
Colorado Open Space Council (COSC) Mining Workshop
Colorado Open Space Council
Colorado Parks and Recreation Society
Colorado Petroleum Association
Colorado River Water Conservation District
Colorado Ute Electric Association
Colorado Wildlife Association
Conservation Foundation
Defenders of Wildlife
Ecological Society
Environmental Action of Colorado
Environmental Affairs Committee, Colorado Bar Association
Environmental Defense Fund

NON-GOVERNMENTAL ORGANIZATIONS (Contd.)

Friends of the Earth
Izaak Walton League of America
National Council of Public Land Users
National Energy Law and Policy Institute
National Wildlife Federation
Natural Resources Defense Council
New Mexico Cattle Growers' Association
New Mexico Citizens for Clean Air and Water
New Mexico Conservation Coordination Council
The New Mexico Natural History Institute
New Mexico Wildlife Federation
School of American Research
Soil Conservation Society of America
Trout Unlimited
Wilderness Society
Wildlife Management Institute
Wildlife Society

TRIBAL

Office of the Navajo Tribal Chairman
Southern Ute
Ute Mountain Ute
Northern Pueblo Agency
Santa Ana
Zia
San Felipe
Jemez

EXAMPLE DRAFT NEWS RELEASE,
TRANSMITTAL PACKAGE

NEWS RELEASE

INTERIOR RELEASES DRAFT ENVIRONMENTAL STATEMENT ON PROPOSED CO_2 PROJECT

The Department of the Interior announced today that a Draft Environmental Statement concerning the proposed CO_2 project in Colorado, New Mexico, and Texas is now available to the public.

The proposal would involve development of a CO_2 well field in southwest Colorado and a 478 mile pipeline to transport the CO_2 from the well field through New Mexico to west Texas. The CO_2 would be used to enhance oil recovery from the Denver Unit of the Wasson oil field near Denver City, Texas.

Written comments on the environmental statement will be accepted within the next 45 days and are being solicited from public agencies and interested citizens. Comments should be addressed to the:

New Mexico State Director (911)
Bureau of Land Management
P.O. Box 1449
Santa Fe, New Mexico 87501

Copies of the Draft Environmental Statement may be obtained from the above address. Public meetings will be held the latter part of July in Cortez, Colorado and Albuquerque and Roswell, New Mexico.

Information received from the public meetings and written comments will be used in preparing the Final Environmental Statement.

DRAFT

Montrose District Office
Highway 550 South
Montrose, Colorado 82901

Colorado State Office
Colorado State Bank, 7th Floor
1600 Broadway
Denver, Colorado 80202

Denver Service Center Library
BLDG 50, Denver Federal Center
Denver, Colorado 80225

Washington Office of Public Affairs
18th and C Street
Washington, D.C. 20240

Public Libraries

Albuquerque City Library
501 Copper Avenue NW
Albuquerque, New Mexico 87107

Farmington City Library
302 North Orchard Avenue
Farmington, New Mexico 87401

Roswell Public Library
127 West 3rd Street
Roswell, New Mexico 88201

Cortez City Library
802 East Montezuma
Cortez, Colorado 81321

Yoakum County Library
205 West 4th Street
Denver City, Texas 79323

A limited number of single copies may be obtained from the New Mexico State Office, Bureau of Land Management, P.O. Box 1449, Santa Fe, New Mexico 87501

Dated:____________________ ____________________
Secretary of the Interior

Public Hearings Preparations

The public review of a DEIS may or may not involve any public hearings. The criteria for determining when a public hearing is required is provided in 1792 (1792.63B1). For major projects generating public controversy, formal public hearings should always be held. On some projects in which public response is expected or known to be minimal, an administrative law judge may not be necessary, in which case an individual from the management staff usually presides at the hearing (ASD, DM, Division Chief, etc.) Instruction Memorandum 79-318 (3/15/79) indicates that the Department intends to use Bureau personnel to preside at hearings whenever possible.

The amount of responsibility the Writer-Editor will have for public hearings is entirely dependent on the needs of the particular situation and the arrangements for coordination and cooperation previously made with the District and State Office Public Affairs Staffs. This Handbook assumes a general situation in which the Writer-Editor is involved with the majority of public hearings procedures, and that various other Team members (particularly the Team Leader) may be involved.

The assigned presiding officer will contact the EIS Project Manager or Team Leader for additonal details on the hearings, and these individuals will specify the details of how the hearings should be conducted.

The location for the hearings should be based on the following factors:

1. Location should be a well-known place.
2. Easily accessible.
3. Minimum seating 100 people.

If more than one hearing is scheduled in more than one location, lead time for obtaining locations becomes critical. Hearing times should be arranged to accommodate the maximum number of people, usually by scheduling both mid-day and evening hearings in the same location.

The notice of the hearings must be published in the Federal Register 30 days prior to the first hearing. (This information is usually included in the Transmittal Package as part of the News Release and Notice of Availability. It can be forwarded separately (if necessary) at an earlier date, but this is usually not necessary, as the draft EIS must have been made public at least 30 days prior to the first hearing.) The notice must contain all places and time of the hearings, where registration forms can be obtained and who they should be mailed to for preregistration. Hearings cannot be scheduled earlier than 30 days after the start of the public comment period.

Note: Public notices of hearings, meetings, etc., should specify only the starting times of these meetings (beginning at 7:00 p.m. vice 7:00 - 9:00 p.m.). Stating closing time for a meeting can complicate the process, as personnel must be available within stated times even if the meeting is concluded early.

Prior to the hearings, the Writer-Editor will be involved in preparing the necessary paperwork for the hearing, usually in cooperation with the Public Affairs staff. The paperwork includes the following:

1. A summary handout should be prepared and made available to all interested persons prior to the hearing. The summary can usually be based on the EIS Summary, and should cover all the important points and provide a general idea of the scope of the EIS. This summary may also be publicized through PAO (via press releases and letters) and should be available as a handout at the hearings.

2. A visual display of the affected area may need to be developed for the hearings. This can usually be the EIS study area visual (which will be used in the EIS) or some construct made from it. If it is necessary to develop a special visual for the hearing, the EIS Team is responsible for making the necessary arrangements with the District Cartographic staff or, if necessary, the Chief, Division of Technical Services in the State Office. Visuals for public hearings usually include one large visual for the use of the hearings panel and/or speakers and a smaller handout for distribution to the attendees.

3. A hearings handout should be prepared which lists the information pertinent to the hearings such as the names of the presiding officer and panel members, a schedule of witnessess (based on the preregistration list), and the rules of procedure for the hearing. The rules of procedure should specify how the hearings are to be conducted and may also specify what type of comment the BLM is considering as being substantive - i.e., comments on the merits of the proposed action and alternatives, or both, or comments on the adequacy of the EIS itself. (The Bureau accepts any and all comments, but those which will be responded to in the EIS are those which meet the criteria of "substantive.")

4. If available, a summary of impacts table (from the EIS) may be included in the hearings handouts.

5. A press packet for media representatives should be developed. This packet contains all the paperwork associated with the hearing--News Release, Federal Register Notice, hearings handouts, maps (if any) summary, etc, assembled in a packet specifically for media representatives. (PAO will usually prepare and/or assemble this material.) The EIS Team should provide the needed coordination and input to PAO so that the best materials for the specific project can be developed.

6. If necessary, a script for the opening remarks of the presiding officer should be written to allow for introducing all the important points which need to be covered at the opening of the hearing. The script covers introducing the hearings personnel, outlining the hearings procedures and what is expected from the speakers, time limits, purpose of the panel, and generally introduces the topic of the hearing. This script is very useful to the presiding officer, who may be unfamiliar with the project.

The introductory script is particularly important for public hearings as it provides an introductory framework for the BLM to stress that the public hearing is specifically for the purpose of receiving public comment, not as a forum for public debate, and that the BLM is particularly concerned with receiving comments on the merits of the proposed action and alternatives or the adequacy of the DEIS, or both.

Examples of the types of material which need to be prepared prior to the hearings are included at the end of this subsection. In summary, the following arrangements should be made prior to the hearings. (These arrangements are usually made cooperatively by the Public Affairs staff and concerned Team members.)

1. Determine hearing sites and times. Arrange for space.

2. Complete arrangements for a presiding officer.

3. Contact GSA to arrange for a court recorder. The request for a recorder must specify delivery of typed transcripts of the hearing within a specified number of days after completion of each hearing. (An example request is included as Illustration 10-9.)

4. Develop a hearings registration form. (A similar form can be included as a "slip in" with the DEIS when it is mailed out to the public; (see Illustration 10-5.)

5. Develop a summary handout and any other handout material needed for the hearing, including registration forms (see Illustrations 10-3, 4, and 6.)

6. Select the members of the hearings panel and those who will be assisting at the hearing.

7. Arrange for microphones, recorders, maps, name tags, and any other material needed to set up the hearing room. Electronic set-ups require a knowledgeable technician to assist in these preparations.

8. Arrange transportation and lodging as necessary for agency participants.

9. Arrange for media coverage of the hearings.

10. Develop ground rules for the hearing in cooperation with the presiding officer. (See Illustration 10-8.)

11. Notify the public of the hearings via press releases, letters, etc. Develop the Federal Register notice and submit for publication (included with the Transmittal Package.)

The make-up of the hearings panel depends on the size and complexity of the proposed action and the expected public concern with the project. Generally, the panel would consist of the Project Manager and/or Team Leader, the Technical Coordinator, and Resource Specialists as needed.

Additional personnel usually needed for public hearings would be two people assigned to a reception table at the entrance of the hearing room to hand out material, accept registrations, and maintain the current list of speakers. Depending on the situation, there may be a need for a copying machine for these people. In addition, a receiver of exhibits is usually required to accept and log in any written material registrants may want to submit, although this can usually be handled by one of the people at the reception desk. Unless the presiding officer decides to do his/her own timekeeping, there will be a requirement for someone to act as timekeeper for the registered speakers. Generally, speakers are allowed 10 minutes each, and the timekeeper notifies the presiding officer when one minute of the speaker's time remains.

The general procedure for the actual hearing is for the presiding officer to call the hearing to order and introduce the hearing via the introduction prepared previously. He will then introduce the Project Manager or Team Leader who will give a brief synopsis of the EIS, the proposed action and alternatives, areas covered, and how the statement was prepared.

After the conclusion of the Team Leader's synopsis, the presiding officer will call the registered speakers in their order of appearance on the registration list.

The purpose of the panel is to ask clarifying questions of the speakers. In many cases comments are not clear, and this presents the only opportunity for members of the EIS Team to clarify meanings. Panel members may also request copies of material quoted by a speaker that the panel members may not be familiar with or will want for further analysis.

The presiding officer may prefer to handle all questions or may recognize panel members who will ask questions directly.

Speakers may comment only, and should not be allowed to ask any questions of the panel members. The panel does not represent the entire body of expertise involved in preparation of the EIS.

Substantive comments received at public hearings will be handled with the other comments received during the public comment period, and will be responded to in the FEIS after the entire Team has had the opportunity to analyze the comments.

Preparation of Consultation and Coordination (Chapter 4) Material

Although not directly related to public participation activities, the material included in EIS Chapter 4 is basically the Bureau's record of scoping and consultation and coordination throughout the EIS process for that particular EIS. As such, the material should adhere to the same standards of clarity, brevity, and consistency as the other EIS Chapters. A well-structured and accurate Consultation and Coordination section is extremely useful to public reviewers and to the decisionmaker and Bureau staffs in the decisionmaking process.

ILLUSTRATION 10-3
EXAMPLE SUMMARY SHEET FOR PUBLIC HEARINGS

NORTH VALMY POWER PROJECT SUMMARY SHEET

The following information has been summarized from Sierra Pacific Power Company's Environmental Report for the North Valmy Station, and is provided to give a general overview of the scope of the proposed project and its major components.

Plant Site: The proposed location for the project is a 21.3 square mile (13,640 acres) site located in Humboldt County, Nevada, some 35 miles southest of Winnemucca. The site is located between the Southern and Western Pacific Railroad tracks on the north side of the Humboldt River. Construction of the proposed project would involve acquisition by Sierra Pacific Power Company of 940 acres (30 percent of the total area) of public land.

Plan Design: As proposed by Sierra Pacific Power Company, the North Valmy Station (without sulfur controls) would include the following: two 250 Mw generating units (commonly called Unit #1 and Unit #2), each with a coal-fired boiler; a turbine-generator unit; a baghouse for particulate control; a 500-foot stack; a mechanical-draft cooling tower; and a well field for necessary water supplies. In addition, the station would have a coal storage area, a coal supply and handling system, evaporation ponds for waste disposal, a landfill for ash disposal, a railroad spur, an access road, a fire protection system, a transmission system, a warehouse, and a main administration building.

Fuel: The contracted coal source for the project is an existing Southern Utah Fuel Company (SUFCO) underground mine located in the Fishlake National Forest, Sevier County, Utah. The mine is owned by the Coastal States Energy Company of Houston, Texas. Delivery of coal to the project would be by unit train.

Transmission System: Two transmission lines are proposed as part of the project. One 230 kv line would extend from the plant site to the Mira Loma switching station near Reno, generally following the alignment of the existing Tracy to Oreana 345 kv line. The second line (345 kv) would extend from the plant site to the Austin substation. A final routing of this line would be made after an analysis of the various alternatives has been completed.

Construction Schedule and Work Force: Sierra Pacific Power Company proposes to have Unit #1 operational in 1981, and Unit #2 operational in 1984. It is estimated that approximately 450 workers would be required during peak construction periods, and approximately 60 persons would be required to operate the plant.

Permits Granted: The Environmental Protection Agency has issued air quality permits for both Units #1 and #2. The Nevada Division of Environmental Protection Services has issued Registration Certificates for...

NORTH VALMY POWER PLANT
PUBLIC HEARINGS ATTENDANCE ROSTER

June 13, 1978

Winnemucca, Nevada

Name	Organization	Written Statement	Oral Statement

ILLUSTRATION 10-4
EXAMPLE ROSTER SHEET

ILLUSTRATION 10-5

EXAMPLE MAIL-IN REGISTRATION CARD

PUBLIC HEARINGS REGISTRATION FORM

For Public Hearings on the draft environmental impact statement of Development of Coal Resources in the Eastern Powder River Basin of Wyoming

(Please Print)

TO: Rob Currier, BLM Environmental Impact Statement Team, Hitching Post Inn,
1700 West Lincolnway, Cheyenne, WY 82001

FROM: NAME ______________________________

STREET ADDRESS ______________________________

CITY-STATE ______________________ ZIP CODE ________

I wish to appear at the following public hearing and express my views:

Check One:
________ 7:00 p.m., June 24, 1974, Little America, Cheyenne WY
________ 9:00 a.m., June 25, 1974, Little America, Cheyenne WY
________ 1:30 p.m., June 26, 1974, Ramada Inn, Casper WY
________ 7:00 p.m., June 26, 1974, Ramada Inn, Casper WY
________ 7:00 p.m., June 27, 1974, Campbell County High School, Gillette WY
________ 9:00 a.m., June 28, 1974, Campbell County High School, Gillette WY

I intend to submit written documentation: Yes_____ No_____ Signature ______________________

Verbal testimony limited to 10 minutes, written testimony acceptable until July 18, 1974.

ILLUSTRATION 10-6

EXAMPLE HEARINGS HANDOUT

HEARINGS HANDOUT

GENERAL INFORMATION REGARDING PUBLIC HEARINGS ON THE DRAFT ENVIRONMENTAL STATEMENT ON THE DEVELOPMENT OF COAL RESOURCES IN THE EASTERN POWDER RIVER COAL BASIN, WYOMING

Public Hearing Schedule

Cheyenne, WY	June 24, 1974, at 7:00 p.m. and on June 25, 1974, at 9:00 a.m. DST, in the American Room at Little America
Casper, WY	June 26, 1974, at 1:30 p.m. and again at 7:00 p.m. DST, in the Mardi Gras Room at the Ramada Inn.
Gillette, WY	June 27, 1974, at 7:00 p.m., and on June 28, 1974, at 9:00 a.m., DST, in the auditorium at the Campbell County High School

Authority

The hearing is being held pursuant to the objectives of the National Environmental Policy Act of 1969, (PL91-190;83 Stat. 852, 853).

Purpose

The hearing is for the purpose of receiving views, comments and suggestions relating to possible development of coal resources in the Eastern Powder River Coal Basin, Wyoming.

Draft Environmental Statement

The draft environmental statement was prepared by the Bureau of Land Management, Forest Service, Geological Survey and Interstate Commerce Commission. It considers in detail the potential environmental impacts of developing the coal resources in the Eastern Powder River Coal Basin of northeastern Wyoming. (A summary fact sheet of the draft environmental statement is attached.)

Composition of Hearing Panel

The public hearing proceedings will be conducted by a Departmental Administrative Law Judge. The Administrative Law Judge will be accompanied by a Technical Panel (policy) composed of a respresentative of each of the headquarter's offices of the Bureau of Land Management, Geological Survey, Forest Service, and Interstate Commerce Commission. In addition a Technical Staff (resource) composed of representatives of Bureau of Land Management, Geological Survey, and Forest Service for the broad resource categories of soils/vegetation, range/wildlife, cultural, socio/economic, hydrology and minerals/geology will be present.

Oral Statements

Persons wishing to give testimony will be limited to ten (10) minutes, with written submissions invited at the hearings.

Prior to giving testimony at the public hearings, individuals or spokesmen are requested to complete the attached hearing registration form. Registration forms may also be obtained by contacting Environmental Impact Statement Team, Hitching Post Inn, 1700 West Lincolnway, Cheyenne, Wyoming 82001, telephone (307) 778-2220, Ext. 2306, or forms may be reproduced locally and submitted to the EIS team.

Registration forms should be returned as soon as possible to the EIS team at the Hitching Post in Cheyenne. Individuals or spokesmen can register at the hearings.

Date and time preferences for presentation of oral statements will be honored whenever possible. A tentative listing of speakers, in the order they will be called, will be prepared prior to each of the three hearings. The lists will be distributed at the beginning of each hearing. Speakers will not be called before the session they are scheduled in. Anyone not heard in their scheduled session will be called in order in the next session before the regularly scheduled speakers are heard.

General

The Department wishes to develop all views on the five specific points that are contained in Sections 102(2)(c) of the National Environmental Policy Act of 1969.

1. The environmental impact of the proposed action.
2. Any adverse environmental effects which cannot be avoided should the proposal be implemented.
3. Alternatives to the proposed action.
4. The relationship between local short-term uses of man's environment and the maintenance and enhancements of long-term productivity.
5. Any irreversible and irretrievable commitments of resources which would be involved in the proposed action should it be implemented.

All who wish to testify are invited to concisely express their views on any aspect of coal development. Witnesses are encouraged, however, to direct their testimony to specific development of coal and related resources in the Eastern Powder River Coal Basin of Wyoming.

In order to afford the interested public maximum opportunity for participation in the offering of oral testimony, organizations are encouraged to have only one spokesman present oral testimony at the hearing. However, multiple member organizations, whether proponents or opponents of proposed coal development, may obtain advance permission to offer more than one spokesman or witness at the hearings upon making a clear showing that the hearing panel will benefit by this type of presentation and that it will avoid lengthy statements by the separate members of the organization.

Written Statements

Written submissions from those unable to attend the hearings should be addressed to:

State Director
Bureau of Land Management
Wyoming State Office
2120 Capitol Avenue
P.O. Box 1828
Cheyenne, WY 82001

Written statements will be accepted on or before August 2, 1974.

The following locations have copies of the draft statement for review.

Converse County Library
300 Walnut
Douglas, WY 82633

Niobrara County Library
467 South Main
Lusk, WY 82225

Johnson County Library
90 North Main
Buffalo, WY 82834

Crook County Library
Sundance, WY 82729

Moorcroft Public Library
190 West Weston
Moorcroft, WY 82721

George Amos Memorial Library
412 South Gillette Avenue
Gillette, WY 82716

Sheridan County Fulmer
Public Library
45 West Loucks
Sheridan, WY 82801

Bureau of Land Management
Buffalo Resource Area
P.O. Box 979
Buffalo, WY 82834

ILLUSTRATION 10-7
EXAMPLE

GUIDELINES FOR PRESENTATION OF PUBLIC COMMENTS

1. Please confine your statements to your views on the proposed action and the Draft Environmental Statement. Any other remarks are inappropriate for this hearing.

2. This hearing is strictly designed for you to give information to us; therefore, there will be no debate or cross-questioning between participants.

3. As Federal representatives, we must, following completion of the National Environmental Policy Act process, decide on the merits of the proposed action. Part of that process is seeking your views which will assist us in our deliberations and which will be considered prior to making a decision concerning the proposed action. This hearing is being held to listen to your views. The hearing panel may ask clarifying questions, as necessary, at the conclusion of each speaker's remarks. THESE QUESTIONS, HOWEVER, SHOULD NOT BE INTERPRETED AS EXPRESSIONS OF ANY PRE-DETERMINED POSITION OF THE PANEL MEMBER, THE BLM, OR THE DEPARTMENT OF THE INTERIOR.

4. All speakers will confine their remarks to 10 minutes or less. The person sitting near the court recorder will act as timekeeper. The presiding officer will inform you when you have one minute remaining.

5. For those having both oral and written statements, it is suggested that your oral statement highlight the points you wish to make, staying within the specified 10 minute time frame. If you chose to submit only a written statement, we assure you it will be given the same consideration as the oral statements made tonight. Copies of written statements should include your name, address, and the organization (if any) you represent. When you are called on to speak, copies of your statement should be given to the timekeeper or to the hearings coordinator. Written statements may also be submitted to:

State Director (N-921)
Bureau of Land Management
Room 3008, Federal Building
300 Booth Street
Reno, Nevada 89509

Statements will be accepted until July 3, 1978.

ILLUSTRATION 10-8
EXAMPLE INTRODUCTORY
"SCRIPT" FOR PUBLIC HEARINGS

This hearing will come to order.

Good evening and welcome. My name is Bill Malencik, Chief, Division of Technical Services of the Bureau of Land Management in Nevada, and I will be the presiding officer at this hearing.

This hearing is being held to receive information, views, comments, and suggestions on the adequacy of the draft environmental statement prepared by the BLM on Sierra Pacific Power Company's proposed 500 Megawatt coal-fired generating station at North Valmy.

This hearing gives us the opportunity to receive comments from the public and private sectors of the community. In addition, we welcome written comments received during the review and comment period which will close on July 3, 1978. Today's hearing is the ([✓ first,] second, last) hearing scheduled for this draft statement.

(Hearings will also be held in Reno at the Pioneer Motor Inn, 221 South Virginia Street, on Thursday, June 15, at 1:00 p.m. and at 7:00 p.m.)

(Another hearing will be held at 7:00 p.m. tonight in this room.)

The BLM has appointed a hearings panel to receive your comments. Seated with me are:

Bill Calkins, Chief, Environmental Coordination Section, and Jon Idso, Team Leader for the North Valmy draft environmental statement.

For the information of news media representatives, Maxine Shane is here to assist you.

An official recorder will make verbatim transcripts of this hearing and it will also be recorded. To insure a complete and accurate record, we request that only one person speak at a time. While the hearing is in session, no one will be recognized other than the designated speaker and members of the hearing panel.

I want to emphasize that we're holding this hearing to obtain your views. To do this, there are certain guidelines which must be observed during the hearing to best use the time allowed. These guidelines are listed for you on the handout, and I will go over them now.

A) Please confine your statements to your views on the proposed action and the Draft Environmental Statement. Any other remarks are inappropriate for this hearing.

B) This hearing is strictly designed for YOU to give information to US; therefore, there will be no debate or cross-questioning between participants.

C) As federal representatives, we must, following completion of the National Environmental Policy Act process, decide on the merits of the proposed action. Part of that process is seeking your views which will assist us in our deliberations and which will be considered prior to making a decision concerning the proposed action. I again stress we are here to listen to YOUR views. The hearings panel may ask CLARIFYING questions, as necessary, at the conclusion of each speaker's remarks. THESE QUESTIONS, HOWEVER, SHOULD NOT BE INTERPRETED AS EXPRESSIONS OF ANY PRE-DETERMINED POSITION OF THE PANEL MEMBER, THE BLM, OR THE DEPARTMENT OF THE INTERIOR.

D) All speakers will confine their remarks to 10 minutes or less. Mr. Don Boyer ~~who is sitting near the court recorder~~ will act as timekeeper, and I will inform you when you have one minute remaining.

E) For those who have both oral and written statements, I suggest your oral statement highlight the points you wish to make, staying within the specified 10 minute time frame. If you chose to submit only a written statement, we assure you it will be given the same consideration as the oral statements made tonight. Copies of written statements should include your name, address, and the organization (if any) you represent. When you are called on to speak, copies of your statement should be given to Mr. Boyer, the timekeeper, or Mrs. Maxine Shane, the hearings coordinator.

Written statements can also be submitted to:

State Director (N-921)
Bureau of Land Management
Room 3008, Federal Building
300 Booth Street
Reno, Nevada 89509

Statements will be accepted until July 3, 1978.

Those who indicated to us prior to the hearing a desire to present a statement today will speak first. Following the scheduled speakers, we will hear from as many of the rest of you as time permits. Speakers not present when called will be placed at the end of the list.

If any of you have appointments or commitments which cannot be changed, please give a note to the hearings coordinator, Mrs. Shane, and we will do our best to work you into the schedule. Please indicate the latest possible time that you can remain here.

Finally, transcripts of these proceedings will be available for review in BLM's Reno Office. Copies can be purchased from Capital Reporters, 112 West Telegraph, Carson City, Nevada 89701.

If there are any questions on the hearing procedures, we will answer them now.

(Answer questions, if necessary)

If there are no (more) questions, then Mr. Idso will briefly describe the proposed action, and we will then proceed to the public comment.

Mr. Idso

(Briefing)

As speakers are called please give a copy of your statement to the timekeeper at the table.

Please begin your oral statement by stating your name, address, and the organization you represent, if any.

Our first speaker is:

Requesting Office

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

REQUISITION/ORAL ORDER

Page 1 of 1 pages

Requisition number
NV-920-FY7

Date
April 12, 1978

Requisitioned by (*Signature*)

Title
Acting Chief, Environmental Coord. Sec.

Requisition approved by (*Signature*)

Title
Acting Chief, P&ECS

Deliver to (*street address*)
NSO (921)

ILLUSTRATION 10-9
EXAMPLE REQUISITION FOR COURT RECORDER

Required delivery date Tuesday, June 13, 1978

ORGAN.		AV. YR.	ACTIVITY	WORK CODE	PROJ. OR IDENT.	GSA 1473	AMOUNT
STATE	OFC.						
NV	920		5100	3027	FF02		

Source of supply, if known

Contract No.

ITEM NO.	DESCRIPTION OF SERVICE OR ITEM INCLUDING STOCK NUMBER (*Double space between items*)	QUANTITY	UNIT	ESTIMATED		ORDERED	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Court recorder required for public hearing on Valmy draft environmental statement. Hearing set for Tuesday, June 13, 1978 at 7:00 p.m. at the Humboldt County Library, 85 East 5th Street, Winnemucca, Nevada. Court recorder required to supply five transcripts by Monday. June 26, 1978.						
					GRAND TOTAL		

Contract No.

Discount for prompt payment

Time of Delivery

Ship Via

F.O.B. Point

Order No.

Date

Vendor

Quoted By

Purchased By

Title

(*Instructions on reverse of Purchasing Copy*)

The development of the material included in Chapter 4 is closely related to the process of obtaining and responding to public comments on the DEIS. The format for Chapter 4 has been modified by the provisions of the CEQ Regulations, as discussed in NMSO Instruction Memorandum 79-335. The discussion in this sub-section is based on the format proposed in that Instruction Memorandum, and on the most current guidance available from experience with the New Mexico EIS's now being prepared.

The CEQ Regulations allow for the development of a "short" final statement which, in combination with the DEIS, becomes a complete FEIS. General guidance on the format and content of this type of FEIS is also included in NMSO Instruction Memorandum 79-335. This shorter final is also discussed in this section. It is planned that New Mexico EIS's will utilize the short version of the final EIS whenever possible. (Note: Implementation of the CEQ Regulations with respect to current efforts is an ongoing process. This Handbook presents the latest available information related to CEQ. Task Force Reports such as NMSO IM 79-335 will also contain information related to implementing the CEQ Regulations on current EIS efforts.)

Chapter 4 of the DEIS: During the writing of the DEIS, the Writer-Editor (and other Team members, if assigned) will be assembling data related to scoping and consultation and coordination for inclusion in the DEIS. The DEIS Chapter 4 would include the following material:

1) A section summarizing all scoping activites carried out for the particular EIS effort. This information could be laid out by listing:

  a) the relevant scoping activity.
  b) a list of the agencies, groups, individuals, etc. involved in that activity.
  c) a brief summary of the results of that activity.

2) A section summarizing input from agencies, organizations, individuals, etc., who provided input or comments on the EIS which may have occurred outside those actions covered under the scoping summaries. (This section would be similar to the information covered in the East Socorro Grazing EIS under "Consultation and Coordination for the Draft EIS", p. 4-1.) It is possible that this material could be included under the scoping summation, but this material may not be related directly to specific scoping activities, in which case a separate section may be useful.

3) A section documenting those Bureau actions taken to comply with other agency requirements, as is required by the CEQ Regulations (1501.7(a)(6), 1502.25). (This material may be more appropriate in Chapter 1 under "authorizing actions" or similar headings.)

4) A list of agencies, organizations and individuals consulted during preparation of the DEIS and receiving copies of the DEIS.

5) A section outlining the procedures for review of the DEIS, including the schedule of the public hearings.

6) A list of preparers. A list is included as a representative example (Illustration 10-18). The list should concentrate on those persons primarily responsible for the actual writing of the EIS, but should also list BLM reviewers and the staff to which they are assigned.

Chapter 4 in the FEIS: During preparation of the FEIS, much of the material included in the draft sections of Chapter 4 will require updating and revision to include all the actions which occured during the review of the DEIS and the preparation of the PFEIS and FEIS. These revisions may include (but are not limited to):

1) The addition of any scoping activities which may have occured between release of the DEIS and preparation of the FEIS.

2) More complete and current documentation of item (3) above.

3) A more complete and current documentation of the material in item (5) above, particularly a discussion of the public hearings.

4) If necessary, the list in item 4 above would be revised.

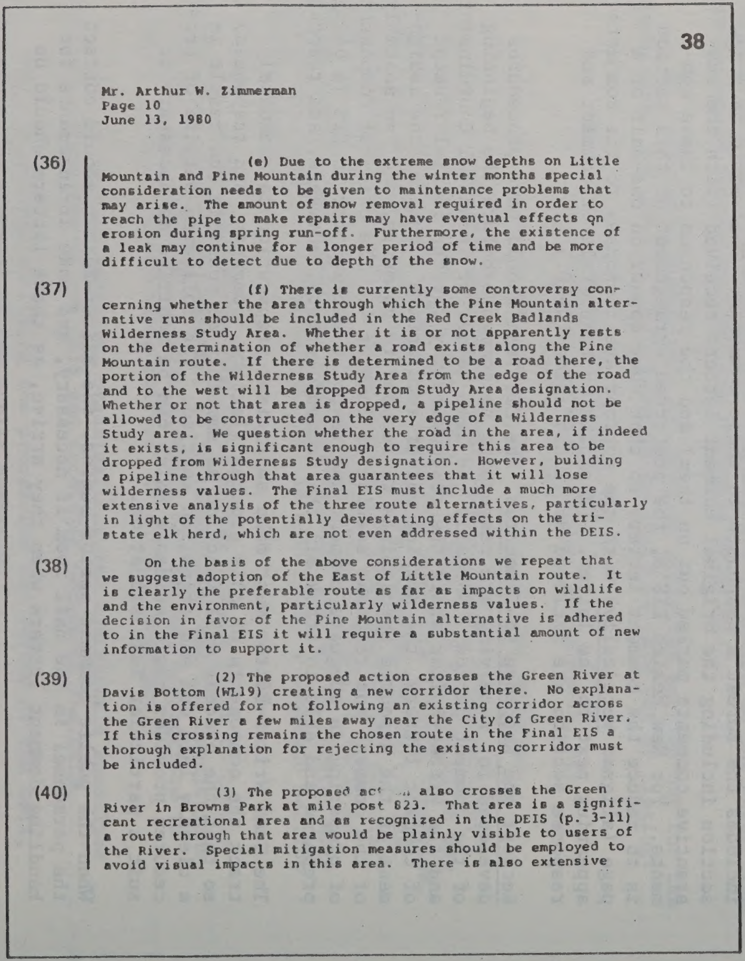
5) Finally, the FEIS Chapter 4 would include a new section which covers the public hearings, and the comments received on the DEIS, and includes the Bureau's responses to these comments. This would be a new section including the original comment letters received (with the substantive comments marked out on them) and the responses to these comments. For New Mexico EIS's, the preferred arrangement of this section is to reduce the comment letters so that they appear on one-half of a page (aligned vertically) with the appropriate responses to the comments appearing next to the letter. (Examples of this style of comment and response section are included as Illustration 10-10.)

Receipt and Response to Comments: The EIS Team should have procedures developed for receiving and responding to comments before the beginning of the comment period. Normally the Team Leader or Technical Coordinator and the Writer-Editor share the responsibility for the initial receipt of comment letters, the marking out of substantive comments, the assignment of the Resource Specialists to respond to comments, and the assembly of the comment and response section of Chapter 4. The critical component of preparing an adequate comment and response section for an EIS is being prepared and able to track all the comment letters, comments, and responses.

The Team Writer-Editor must make sufficient preparation to adequately track the components of this process (letters, comments, and responses) so that the process will function as smoothly as possible and result in a cleanly laid out and organized section. The following outline of procedures provides basic guidance which can be modified as necessary to suit a particular Team situation.

When the public comment period begins, the Writer-Editor should contact the personnel in the mail room if necessary, and make arrangements for handling comment letters when they arrive, as these letters should be

ILLUSTRATION 10-10
EXAMPLE CHAPTER 4 COMMENT
AND RESPONSE SECTION



38

Mr. Arthur W. Zimmerman
Page 10
June 13, 1980

(36) (e) Due to the extreme snow depths on Little Mountain and Pine Mountain during the winter months special consideration needs to be given to maintenance problems that may arise. The amount of snow removal required in order to reach the pipe to make repairs may have eventual effects on erosion during spring run-off. Furthermore, the existence of a leak may continue for a longer period of time and be more difficult to detect due to depth of the snow.

(37) (f) There is currently some controversy concerning whether the area through which the Pine Mountain alternative runs should be included in the Red Creek Badlands Wilderness Study Area. Whether it is or not apparently rests on the determination of whether a road exists along the Pine Mountain route. If there is determined to be a road there, the portion of the Wilderness Study Area from the edge of the road and to the west will be dropped from Study Area designation. Whether or not that area is dropped, a pipeline should not be allowed to be constructed on the very edge of a Wilderness Study area. We question whether the road in the area, if indeed it exists, is significant enough to require this area to be dropped from Wilderness Study designation. However, building a pipeline through that area guarantees that it will lose wilderness values. The Final EIS must include a much more extensive analysis of the three route alternatives, particularly in light of the potentially devastating effects on the tri-state elk herd, which are not even addressed within the DEIS.

(38) On the basis of the above considerations we repeat that we suggest adoption of the East of Little Mountain route. It is clearly the preferable route as far as impacts on wildlife and the environment, particularly wilderness values. If the decision in favor of the Pine Mountain alternative is adhered to in the Final EIS it will require a substantial amount of new information to support it.

(39) (2) The proposed action crosses the Green River at Davis Bottom (WL19) creating a new corridor there. No explanation is offered for not following an existing corridor across the Green River a few miles away near the City of Green River. If this crossing remains the chosen route in the Final EIS a thorough explanation for rejecting the existing corridor must be included.

(40) (3) The proposed action also crosses the Green River in Browns Park at mile post 823. That area is a significant recreational area and as recognized in the DEIS (p. 3-11) a route through that area would be plainly visible to users of the River. Special mitigation measures should be employed to avoid visual impacts in this area. There is also extensive

(36) See responses to letter 12, comments 10 and 12.

(37) The Pine Mountain alternative does not infringe on any areas involved in BLM's Wilderness Inventory process. The proposed action (East of Little Mountain alternative) follows a route which crosses an area that has been added to the Red Creek Badlands-Tepee Mountain Wilderness Inventory Unit. See the discussion of preferred alternatives in the summary of this FEIS.

(38) See the discussion of the preferred alternatives in the summary of this FEIS.

(39) The text has been revised to expand the discussion of alternatives through this area. See corrections to pages 1-31 to 1-37 of the DEIS in FEIS Changes to the Text section.

(40) The Green River Crossing at Browns Park would be given special concern in site-specific stipulations attached to a ROW grant. These stipulations would address scenic, recreational and wildlife concerns.

routed and handled so as to avoid getting any extraneous markings on them, simplifying the process of assembling a readable comment and response section. The Writer-Editor should specify that:

1. When a comment letter on the DEIS is received, it should be date stamped on the back of the first page, not on the front, as comment letters should be free of extraneous markings such as surnames and mail-room date stamps.

2. The original comment letter should not be routed through normal mail channels. These letters, with envelopes, should be routed directly to the Team Leader or Writer-Editor.

3. For normal mail routing purposes, clean copies of the comment letters can be made and circulated for surnaming. (The original letters will become a part of the official EIS record after they have been cleanly duplicated and printed in the FEIS.)

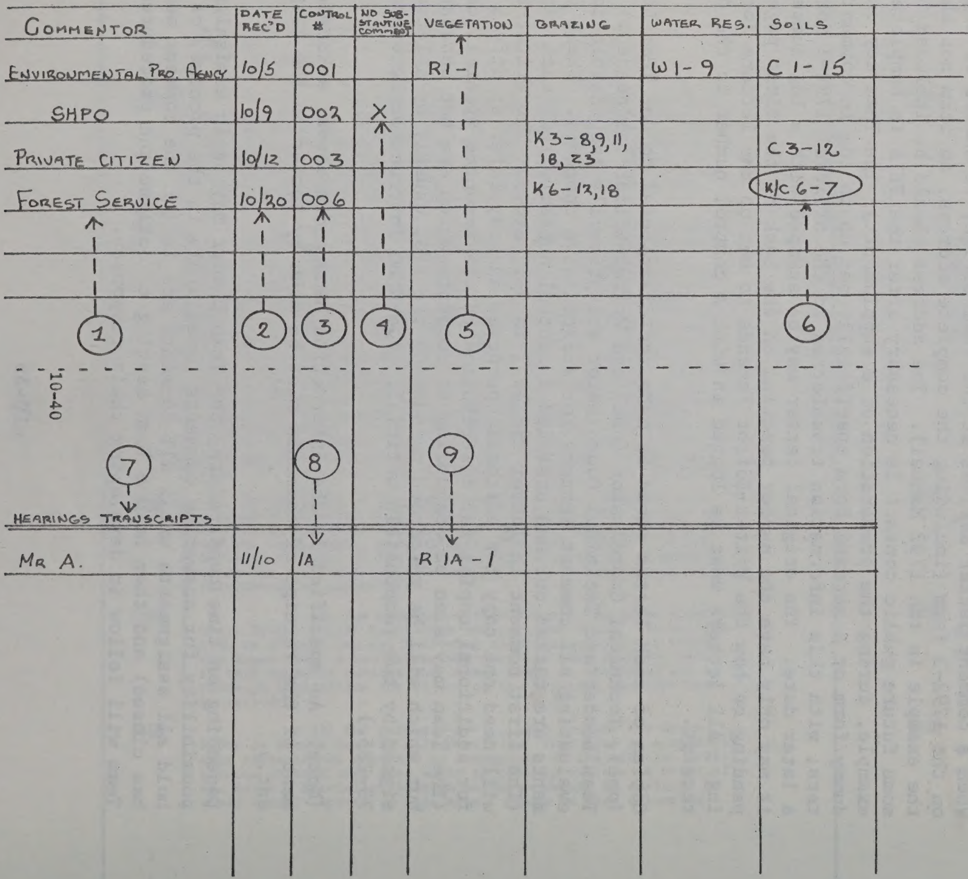
When a comment letter arrives at the Team Office, it should be logged in on the 1792-3 form (including the complete address, an item not shown on the example in the 1792 Manual). The address should be included in case some future public contact is necessary after the FEIS is completed--for example, during the preparation of a supplement.) The Team may use a dummy form or a xeroxed form specifically set up to log in comment letters, with this information transferred to the official 1792-3 form at a later date. The original letter may be stamped with a log number, or it may only have the number penciled on the back of the first page, depending on how the Writer-Editor intends to set up the letters for printing. All letters must be logged in with a control number in the order of receipt.

Copies of each letter shoud be made and distributed to the Team Leader (one), Technical Coordinator (one) and Writer-Editor (as needed.) The Team Leader and Technical Coordinator are primarily responsible for evaluating all comment letters for substantaive comments. These comments are marked out and assigned a control number within each letter. (The first comment in letter number 5 is 5-1, etc.). The Writer-Editor will need one copy for editorial purposes and may later specify a need for additional copies for distribution to the Resource Specialists. (The Team may also be responding to comments which are not substantive, but which will be responded to outside the EIS, usually by a letter signed by the responsible official. See NMSO Instruction Memorandum 79-285.)

(Note: As specified in the Instruction Memorandum above, acknowledgement of the receipt of comments must be made by letter to the respondent.)

Depending on time constraints, the Team Leader may begin assigning responsibility for answering comments immediately in the process, or may hold all assignments until all comments are in (or the comment period has closed) and then hold a Team meeting to outline the procedures the Team will follow in developing their responses.

ILLUSTRATION 10-11
EXAMPLE TRACKING CHART FOR COMMENTS AND RESPONSES



Commentor	Date Rec'd	Control #	No Sub-stantive Comment	Vegetation	Grazing	Water Res.	Soils
Environmental Pro. Agency	10/5	001		R1-1		W1-9	C1-15
SHPO	10/9	002	X				
Private Citizen	10/12	003			K3-8,9,11, 18, 23		C3-12
Forest Service	10/20	006			K6-12,18		K/C 6-7
Hearings Transcripts							
Mr A.	11/10	1A		R 1A-1			

KEY:

1. Name of commentor. (More than one letter from same commentor would indicate # 1, 2 or A, B, etc.)
2. Date comment letter received.
3. Control number of letter.
4. Letter contains no comments which must be responded to in the FEIS.
5. Column headings of table are components of DEIS to which comment applies. In addition to resources used as headings, other headings could be: proposed action, alternatives, environmental impacts, mitigation, authorizing actions, editorial, legal, etc.
6. Control number of comment. The example shown indicates letter # 006, comment # 7. The letter designations are the initials of the Resource Specialist who are assigned responsibility for responding to the comment. In the marked example, specialist "K" and "C" will be jointly writing a response. Also note in the "grazing" column that more than one comment can be identified.
7. Hearings transcript comments can also be entered on the tracking chart.
8. Control number indicates first public hearing, commentor A.
9. Resource specialist "R" is assigned response to hearing # 1 comment A-1.

NOTE: There are many systems for tracking comments. This particular method gives the individual responsible for tracking comments the most "control" over the process. This chart provides for accurate control, and can be expanded as needed to add information. This chart can be easily converted to an indexing table as shown in Illustration 10-12.

The Team Leader makes all assignments as to who will respond to a particular comment, and usually assigns the Writer-Editor the responsibility for tracking, routing, and assembling the comment and response material into a preliminary Chapter 4. The Team Leader will mark each comment with its control number (10-1) and the name of the person responsible for that comment and route the marked copy to the Writer-Editor.

The Writer-Editor may use a tracking chart to track all comments and responses. This hand-made chart, listing all commentors, the date the comment letter was received, the areas to which the comments apply in the EIS, and the assigned respondent, can be of considerable value to the Team as a whole in maintaining adequate control of the comment and response process. An example of this type of chart is included as Illustration 10-11. (If desired, a typed version of this chart can be developed and included in the introductory material in the Comment and Response section of Chapter 4. This more formal chart can serve to index the entire comment and response section and provides an excellent visual introduction to the section, indicating areas where comments were particularly concentrated, etc.

When the Team Leader and/or Technical Coordinator have begun assigning comments to the Resource Specialists, a copy of each comment letter containing a comment (or comments) applicable to a particular Resource Specialists is routed by the Writer-Editor to that member with an appropriate number of "comment and response" forms attached. The full letter should be given to each Resource Specialist who has a comment or comments in that letter. Often the context of the specific comment will assist the Resource Specialist in developing his/her response. This may mean making eight or ten copies of a particular letter and distributing them to several Resource Specialists for response to particular sections, but this usually perferable to handing out comments piecemeal and out of context. An example "comment and response form" is included as Illustration 10-13.

ILLUSTRATION 10-12
EXAMPLE INDEX TABLE FOR FEIS COMMENT AND RESPONSE SECTION

	TABLE 9-1 LIST OF RESPONDENTS AND AREAS OF CONCERN	DATE RECEIVED	NO SUBSTANTIVE COMMENT	TOPOGRAPHY, GEOLOGY, MINERAL RESOURCES	SEISMIC ACTIVITY	SOILS	CLIMATE	AIR QUALITY	WATER RESOURCES	VEGETATION	THREATENED OR ENDANGERED FLORA	WILDLIFE	THREATENED OR ENDANGERED WILDLIFE	WILD HORSES	LAND USES AND OWNERSHIP	RECREATION	WILDERNESS	CULTURAL RESOURCES	VISUAL RESOURCES	SOCIAL-ECONOMIC CONDITIONS	MITIGATING MEASURES	COMPONENTS OF THE PROPOSED ACTION	GENERAL/EDITORIAL
1.	Soil Conservation Service	6/5/78	X																				
2.	Federal Highway Administration	6/5	X																				
3.	Corps of Engineers	6/12							1														1
4.	Federal Communications Commission	6/13	X																				
5.	Bureau of Reclamation	6/20	X																				
6.	Federal Energy Regulatory Commission	6/22	X																				
7.	Advisory Council on Historic Preservation	6/22																1					
8.	Geological Survey	6/26				1			5														
9.	Friends of Nevada Wilderness	6/29						1			1	2				1						1	
10.	National Oceanic and Atmospheric Administration	6/29																					1
11.	Heritage Conservation and Recreation Service	7/7							1							1	2	1					
12.	Nevada Division of Environmental Protection Services	7/12	X																				
13.	Fish and Wildlife Service	7/12					1	2	1		2	6										3	2
14.	Bonneville Power Administration	7/12	X																				
15.	Nevada State Clearinghouse	7/13																					
	a) Department of Highways								1														
	b) Department of Fish and Game							1				5											
	c) Nevada State Museum																						
	d) Nevada Division of Environmental Protection Services (2)							3	3														
	e) Division of Historic Preservation and Archeology																	2					
16.	U. S. Naval Air Station, Fallon, NV	7/20	X																				
17.	Bureau of Indian Affairs	8/3											1										
18.	Environmental Protection Agency	8/7				2		4	2														2

Comment Control No. 5
Responsible Analyst

SWARTZ

ILLUSTRATION 10-13
EXAMPLE COMMENT AND RESPONSE FORM

(One comment and corresponding response to each sheet.)

COMMENT 10-5. (Complete and verbatim - cut and paste from letter or transcript.)

RESPONSE:
(Add pages if necessary.)

The Team members write up their responses to each comment (one comment to a form) and return the completed forms to the Writer-Editor. The Writer-Editor logs the response on the tracking chart and begins the editorial process of assembling the comment and response section of the PFEIS. The forms are usually collected in control number order so that they can be typed up and laid out in the order corresponding to the order of receipt of the original comment letter. (An alternative method of organizing comments is to use the various Resource headings and other major headings or topics from the EIS. With this system, comments would appear under headings such as proposed action, soils, vegetation, wildlife, mitigation, etc.)

The Team Leader and Technical Coordinator will review, revise, and approve all responses (and may specify rewrites) with the Writer-Editor or the Team as a whole. This review usually occurs immediately after all comments are responded to and the Writer-Editor has had a rough draft of all the comments typed up. Particular attention should be given to ensuring that all comments have been accurately lined out in the original comment letters and that the responses adequately cover all the issues or questions raised by a particular comment. The comments received from public hearings are handled and developed for inclusion in the comment and response section of Chapter 4 in the same manner as the comment letters.

When the comments and responses are revised and approved, the Writer-Editor will have:

1. A tracking chart which indicates all information pertinent to the comment and response section which can be converted into a table for inclusion in the EIS if desired.

2. All comments and responses typed in order of receipt, as a rough of the EIS comment and response section.

3. All the relevant information concerning the public participation aspects of the DEIS (in terms of public hearings and the comments and responses) which will form the last section of the FEIS.

4. A record of all the areas of the DEIS which will have to be revised or corrected prior to printing the FEIS as a result of the comments received. (With a short final EIS, this material would be included in a separate section of the FEIS, and only those pages printed.)

Usually, the Writer-Editor will be coordinating the changes made to the text or visuals as a result of the public comments; however, the Resource Specialists are responsible for the initial re-write of any of their material which is required as a result of public comment. Resource Specialists must indicate to the Writer-Editor on the comment and response forms any textual or visual changes which are required by the comment and include a rough draft of the change and its location along with the comment and response.

The Writer-Editor is responsible for the final organization and assembly of this section for typing. The Writer-Editor will need to take particular care that page numbers in responses (if any) should be specific as to which version of the EIS is being referred to (DEIS or FEIS), particularly when the FEIS is reproducing the full DEIS text with corrections, revisions, etc.

Resource Specialists should also be aware of the necessity for brevity, clarity, and consistency in their written responses, and will coordinate their responses with other related responses where possible. Often two or more comments may be adequately responded to by several Team members developing a single response.

Resource Specialists should exercise care in the preparation of their responses to avoid creating extra work in the document - preparation phase of the FEIS. The following guidelines should apply:

a) Responses must often be xeroxed during the review/revision process; therefore, all responses should be neatly written in ink (no pencil). Supplementary pages of a response should be on 8½" x 11" paper, and should be paperclipped, not stapled, to the comment and response form.

b) A Resource Specialist's response must be of the same professional quality as the EIS itself; therefore, it is recommended that the initial written response not be written on the comment and response form. Rather, it should be roughed out on a separate sheet, reviewed by the author (and revised if necessary) and a "clean" version of the response put on the form in order to avoid additional work on the material which will appear in Chapter 4.

Preparation of the FEIS: Because the CEQ Regulations allow for the preparation of a short final EIS which does not reproduce the entire text of the DEIS, the format of the FEIS can differ considerably from that used for the DEIS (section 1503.5(c)).

Use of the short final EIS when possible will greatly reduce the preparation time and size of the final statement, and this procedure is recommended for all New Mexico EIS's. It must be understood, however, that this short final should not "stand alone" for purposes of review or decisionmaking concerning the EIS project. It is the combination of the DEIS and the FEIS that consititutes the complete "final statement". As a result of this combination of documents, if a short final is planned, the draft and final statements must be printed with a Notice on the inside front cover of the statements indicating that both the draft and final EIS are intended to be used in conjunction, and that the recipient should retain the draft statement for use in conjunction with the final statement.

ILLUSTRATION 10-14
DRAFT EIS NOTICE

NOTICE

This draft environmental impact statement should be retained to be used in conjunction with the final environmental impact statement. The final statement will incorporate this document by reference and include the modifications and corrections which should be made to the draft as a result of public comment. The final statement will also include a record of public comments on this draft and the responses to those comments.

ILLUSTRATION 10-15
FINAL EIS NOTICE

NOTICE

This is the final environmental impact statement (FEIS) for the proposed _____ project. This FEIS incorporates the draft statement by reference, and includes a summary of the draft statement, changes to the draft resulting from public review and comment, a record of public comment on the draft, and the responses to those comments. The draft environmental impact statement and this volume together constitute the complete final environmental impact statement.

The basic format for a short FEIS is as follows:

1.) Cover Sheet: A title page for the FEIS similar to the one used for the DEIS.

2.) Table of Contents: (May include the DEIS Table of Contents, if necessary, followed by the FEIS Table of Contents, or a list just for the FEIS.)

3.) List of Illustrations: The FEIS may contain visuals (tables, graphs, etc.) which should be listed. The List of Illustrations could also contain a list of errata noting corrections or errors on the visuals used in the DEIS. (Note: A short final EIS would not include any of the large color visuals used in the DEIS.)

4.) Summary: Not to exceed 15 pages, this Summary would be the revised version of the Summary used in the DEIS.

5.) Consultation and Coordination Section: The final version of Chapter 4 of the DEIS, including all the comments received on the DEIS, the responses to them, and the comment letters. (Full transcripts of public hearings are not included with the letters; only specific comments from the transcripts are included.)

6.) Text Changes: If comments received on the DEIS would result in revisions to the DEIS text, these revised pages are placed in the FEIS in their corrected form, in order by Chapter, and included as a part of the Consultation and Coordination section. This section is usually introduced by a list of errata which indicates minor text changes and errors noted on visuals which do not require reproducing a full corrected page.

7.) Appendices: The FEIS may have appended material; however, it should be kept to the minimum possible, and should not duplicate Appendix material used in the DEIS.

8.) References: The FEIS may include the PDEIS reference list (plus any additions made during review of the PDEIS and preparation of the final) as a convenience to the reader, although this is optional. Usually, additions to the reference list can be made in the subsection on errata.

The FEIS in this format shoud not require a glossary or index because of the reduced amount of text in the FEIS, and the fact that it is intended for use in conjunction with the DEIS.

Format for the FEIS Consultation and Coordination section.

Because the "short" FEIS is relatively new type of FEIS, the following guidance is provided on the structure and method of preparation of the Consultation and Coordination Chapter which forms the bulk of the "short" FEIS.

1) The Consultation and Coordination Chapter should begin with a narrative discussing the scoping process for the particular EIS. This sub-section should include a summary of each scoping meeting held which covers where, when, who attended, and the results of the meeting. (The where and when may be covered by a table as shown on p. 6 of the MAPCO FEIS).

2) Special circumstances such as a need for additional scoping meetings because of problems that surfaced later in the EIS process may require additional summarizing sub-sections specifically to outline these facts for the public and decisionmaker.

3) Following the section on scoping should be a sub-section summarizing the public participation actions for the DEIS. This section should cover when the DEIS was filed, whem the Federal Register notices appeared and that other media notices were distributed. Also included is a statement of the number of copies of the DEIS which were mailed out, and that library ("reading") copies of the DEIS were available.

4) Following this introductory sub-section should be a sub-section concerning the scheduled public hearings; where and when held, the number of attendees, and a summary of the substantive comments received, if any. (Specific comments taken from transcripts would appear later in this FEIS section; therefore, only a general summary to the hearing is needed here.)

5) The next sub-section should be a complete list of agencies and organizations consulted during preparation of the DEIS and who recieved copies of the DEIS for review and comment.

6) Following this list should be a sub-section with a tabular list of all comment letters received, indicating the control number of the letter and the full name of the commentor (additional data such as the date received can be included if desired). Additional to this list (or as a separate table) should be a list of those who provided substantive comments at the public hearings. These tabular lists serve to introduce the comment and response section to the reader, and may require supportive narrative.

7) The next sub-section contains the original comment letters, with appropriate control numbers in the upper right corner of each page of each letter and the substantive comments marked out with their own control numbers (see Illustration 10-10 and the MAPCO FEIS). The responses to those comments (using the same comment control number) should appear opposite the comment or as close to it as possible if another preceeding comment is a long one.

The comment letters should, if possible, be restricted to only those letters with substantive comments, with letters which merely state an opinion or preference not included (but, of course, included in the official EIS file). (An introductory paragraph to the sub-section could state that only substantive comment letters are included. Another method is to include a representative example of a preference or opinion letter, stating that these type of letters are not included as they do not contain substantive comments - i.e., those which address the adequacy of the DEIS or the merits of the proposed action or alternatives or both.) Not including these preference letters can save considerable space in the EIS.

If the decision is made to include all letters received regardless of whether they have comments, then the letters with no required responses could be "doubled-up" on a page (two letter pages on one FEIS page). This could also be done in cases where a letter has no substantive comments on two or more consecutive pages.

Comments within letters are normally numbered consequtively within each letter (1-1, 1-2, 1-3, etc.) and start over with each new letter 2-1, 2-2). Numbering the comments consecutively through the letters (comments 1 to 268) can result in layout problems and editorial problems if a comment is added or drops out, and this methods is not recommended.

8) The next sub-section should be extracts of substantive comments from the hearing transcripts followed by the response to those comments. Extracts should be identified by commentor and hearing. (A numbering system similar to those for the comment letters could be developed if necessary.)

9) A separate section should be developed to include the changes to the DEIS text generated by public comment. This section would include each DEIS text page with a change. The pages should be laid out in sequential order, with the changes identified by the use of bold or italicized type or a marginal line to set them off from the rest of the text. These pages must have the FEIS page number as well as the DEIS page number on them: 4-89 (DEIS 3-8) or 239 (DEIS 3-8). The MAPCO FEIS has examples of this system.

Changes to tables, figures or page-sized maps should also be included. Changes to tables can use the same method as the text; changes to figures or maps would normally require a footnote or explanatory note on the reproduced visual indicating what the change is.

In summary, this portion of the FEIS should include:

a) Scoping summaries (narrative).

b) Consultation/Coordination in preparation of the DEIS (narrative).

(1) Filing and distribution of DEIS (narrative).

(2) General summary of public hearings (narrative).

(3) List of Agencies/organizations consulted and receiving DEIS (table).

(4) List of comment letters and commentors (table) with list of respondents at hearings (table).

(5) Comments and responses (original letters and responses).

(6) Comments from public hearings (extracts and responses).

c) Changes to DEIS text (text page with changes an dual page numbers, usually introduced by an errata sheet containing minor text changes which do not require reproducing a full page.

Filing of EIS's

The procedures for filing EIS's (and for determining the beginning of the comment period) have been changed by the delegation of authority for filing some EIS's to the State Director level and by the final version of Departmental Manual 516.

DM 516, section 4.22 states: "The minimum review period for a draft EIS will be sixty (60) days from the date of transmittal to the Environmental Protection Agency." This indicates that EIS can be mailed to other agencies and the public on the same day the EIS is transmitted for filing. Since it will be approximately two weeks before the Notice of Availability appears in the Federal Register, the comment period will comply with the minimum time limits established by the CEQ Regulations (40 CFR 1506.10(c)).

WO Instruction Memorandum 80-541 (May 30, 1980) contains specific instructions on filing lands and rights-of-way EIS's, and is included at the end of this section. Other programs will develop instructions as necessary for their EIS's (such as grazing). Writer-Editor and EIS Teams should be aware that procedures for filing EIS's from the State Director level differ from other procedures, and that program-level guidance is still being developed. Writer-Editors in particular may have to begin thinking about procedures and coordination earlier in the EIS process to ensure that all the proper steps are being taken to file an EIS.

1792 (260)

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

MAR 5 10 11 AM '79
STATE OFFICE
SANTA FE, N. MEX.

February 14, 1979

Instruction Memorandum No. 79-265
Expires: 9/30/80

To: All State Directors (except Alaska)

From: Associate Director

Subject: Review of Preliminary Draft Environmental Statements

A previously issued instruction memorandum concerned procedures for submitting PDES's to the Washington Office for review. These procedures were designed to facilitate the review process and be more responsive to the ES teams.

Some PDES's have recently arrived in the WO incomplete. Maps have not been included and tables and figures were not completed. In most cases, these items are essential to understanding the analysis in the ES and a thorough review is hampered because of their absence.

I want to re-emphasize the need to submit the PDES as complete as possible for review. You should insure sufficient maps, tables, figures, etc., even if in a preliminary stage, are available to allow reviewers to understand the proposal and your analysis process. If it is not possible to provide all the maps and tables at the PDES stage, those that are key to understanding the proposal and the significant impact analysis must, as a minimum, be submitted. Individual PDES needs should be coordinated with the appropriate WO management staff.

Gerald E. Petty
Acting

[illegible] NEVADA STATE OFFICE

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

IN REPLY REFER TO:
1792 (260/220)

August 8, 1977

Instruction Memorandum No. 77-392
Expires: 6/30/78

To: SD's, D-ESO, SCD

From: Director

Subject: Review Comments for Draft and Final Environmental Statements

Reviewing and working with final environmental statements (FES) over the past year make it clear there is some misunderstanding when requesting and in handling comments to a draft statement. Both Manual Section 1792 and draft Appendix 4 (issue under expired Instruction Memorandum 76-388) give direction on how public comments are to be handled. The following amplifies these Manual directions.

The most common questions raised by ES teams seem to be:

- Which Federal agencies should be sent a copy of the DES for review? When we get comments from different offices within the same agency (e.g., a local office of the Bureau of Reclamation and their Washington Office), to which do we respond?
- Which State agencies should be sent a copy of the DES for review? When we get comments from different offices within the same agency (e.g., the local Fish and Game office and their State headquarters), to which do we respond?
- What do we do if we do not receive comments from Federal or State agencies to which we have sent the DES?
- Do we send the DES to other BLM offices to review? What do we do with their comments?
- Which letters of comment do we respond to and print in chapter 9 of the FES?

AMERICAN REVOLUTION BICENTENNIAL
1776-1976

Federal Agencies. Manual Section 1792.52 gives guidance for determining Federal and Federal-State agencies required to review DES's. Appendix 2 of BLM Manual 1792 provides the list to help determine who should review the DES, and Appendix 3 provides the official contact points and addresses of the agencies. Refer to these contact points in determining where to send DES's for review. In order for the comments you receive back from these agencies to be responded to and printed in the FES, they must originate from the same contact point to which you sent the original request, or the response must clearly indicate that the office responding is providing the official response for its agency. However, in all instances, every letter of comment you receive should be closely examined for substantive issues, and all comments reflecting on the adequacy of the DES should be incorporated into the statement.

State Agencies. All DES's are sent to the involved State clearinghouse, and their comments will vary depending on each State's clearinghouse procedures. Early in the review process you should understand how the clearinghouse plans to submit comments. Where the clearinghouse maintains complete control in developing a uniform State position, the only comments to be formally considered are those sent by the clearinghouse. These can take the form of a consolidated response, or individual State agency comments sent under a cover letter. The cover letter is the official response (i.e., numbered and registered on Form 1792-3), including all appropriate attachments. For States which do not exercise this strict control through the clearinghouse, care should be taken to insure the only comments responded to are those originating from the agency State headquarters. Comments originating from field offices of State agencies are handled in the same manner as detailed above for field offices of Federal agencies.

Failure to Receive Comments. It is the Bureau's responsibility to assure we receive comments from Federal and State agencies asked to review the DES. We cannot assume that failure to receive comments from these agencies indicates they have none to make. In several recent instances agencies and/or bureaus have sent their comments, but the comments were either lost in the mail or misplaced upon receipt. Failure to respond to these agency/bureau comments in the FES has caused some problems. Each official responsible for an environmental statement will assure each agency/bureau asked to review the DES is contacted if their official comments are not received. This contact should be made no later than one week prior to the established closing date of the comment period. Field offices that send non-official comments should also be contacted to determine if their agency is submitting official comments.

Bureau of Land Management Comments. The Bureau office preparing and publishing an environmental statement must assure all BLM input is in the ES prior to printing. The responsible office does not formally request review and comments from other Bureau offices. No response is made in the FES to any Bureau input or comments. Mailing lists should be closely checked to assure other Bureau offices are not formally sent a copy of the DES and asked for comments.

Substantive Comments. It is important to understand that the official responsible for the ES must review all written comments, including records of public meetings and hearings, to determine if they contain substantive comments. He must also determine which comment letters will be responded to. This response involves printing the comment letter or excerpts from the comment letter, printing the Bureau's answer to the comment(s) as appropriate, and revising the text of the environmental statement as appropriate. Only comments that are substantive (those directed to, or discussing the adequacy of the DES) are printed and/or responded to in the FES. See draft Appendix 4, expired IM 76-388, pp. 1-68 and -69, for further guidance in handling review comments.

If the comment letters received are small in number, the responsible official may decide to print and/or respond to them all in the FES, regardless of whether the comments are substantive. He would do this to satisfy a public information need he has identified. It is not to be done as a matter of course. The responsible official should be aware of the precedent setting nature of printing all comment letters regardless of their substantive nature.

Questions on these procedures should be directed to Bruce Bandurski, W.O. Division of Environmental and Planning Coordination. Assistance in applying these procedures to specific statements should be directed to the W.O. Environmental Assistance Staff.

George L. Turcott

Acting

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

1792 (332)

May 30, 1980

Instruction Memorandum No. 80-541
Expires: 9/30/81

To: All SD's

From: Director

Subject: Filing of Lands and Rights-of-Way Environmental Impact Statements by State Directors

All State Directors (SD's) have been delegated full authority to approve preparation plans and file draft and final environmental impact statements (EIS) for lands and right-of-way (R/W) actions. Exceptions to this delegation are noted in Instruction Memorandum No. 80-370, Change 1, dated April 23, 1980. The publication of a Notice of Intent (NOI) has also been delegated to the SD's and will become effective upon publication of the revised 1790 and 1791 guidebooks (Environmental Analysis Systems and Procedures).

Until the 1790 and 1791 guidebooks are published, the Division of Rights-of-Way and Project Review (WO-330) will continue to issue the NOI for major R/W projects. The SD's will provide (330) with a brief description of the proposed action and possible alternatives with sufficient detail to identify interrelated actions in the NOI. The SD's should also provide (330) with the proposed scoping process, and identify a person to be named in the NOI who will be available to respond to inquiries about the EIS. The designation of lead State for R/W projects affecting more than one State will be assigned by (330). That State will have total responsibility for quality control of the EIS preparation and will not need to submit a preliminary draft or final EIS to the Washington Office (WO) for review prior to printing. The published draft and final EIS will be reviewed by (330) for content and adequacy.

Following is an outline of the procedures necessary for filing an EIS with the Environmental Protection Agency (EPA) from the State Office (SO).

1. Mail five copies of the EIS (draft/final) to the EPA at the following address:

Director, Office of Environmental Review
Environmental Protection Agency
A-104, EIS Registration Section
Room 2119, West Tower, Waterside Mall
401 M Street, SW
Washington, D. C. 20460

If the final EIS is only an additional volume to the draft (abbreviated final), five copies of both the draft and final volumes must be mailed to EPA at the time the final EIS is filed. When the draft/final is filed with EPA in Washington, five copies must also be mailed to the appropriate regional EPA office.

2. Mail copies of the draft/final to all commenting individuals, groups and agencies prior to or as near as possible to the date the draft/final is mailed to EPA. Do not wait for the EPA Notice to appear in the Federal Register (FR). This will ensure that the commentors will have the draft/final available for the full comment period.

3. All SO's should allow a 60-day comment period for a draft EIS beginning from the date the draft EIS package is mailed to EPA. This will allow for processing and mailing time to EPA and still comply with the mandatory 45-day comment period set by the regulations (CEQ 1506.10(c)). EPA will publish a notice in the FR on Friday the week following receipt of the draft/final EIS.

4. If a close time frame exists for any particular EIS filing, the SO should use a commercial 1-day delivery service in transmitting the EIS package to EPA and others as necessary to meet the deadlines.

5. The enclosed receipt form (Enclosure 1), with an addressed return envelope, should be included with the transmittal to EPA. The EIS Registration Section of EPA will return the receipt indicating the date of publication and the final date of the comment period. The phone number for the EIS Registration Section is FTS 245-3006.

6. Obtain an Interior EIS control number for the FR Notice of Availability from the Office of Environmental Project Review (OEPR) at FTS 343-3891. The control number is used to identify all Interior EIS's filed with EPA and the specific date of filing; therefore, the number should not be requested until the date the EIS is to be mailed to EPA.

7. Mail the Notice of Availability (Enclosure 2 or 3) to the following address:

Federal Register
National Archives and Records Service
1100 L Street, NW
Washington, D. C. 20408

The FR requires one original and two certified copies of the Notice. The comment date specified for a draft EIS (Enclosure 2) must be the same date specified in the EPA publication. The date will be a minimum of 45 days after the date of publication by EPA for a draft EIS and 30 days after publication for a final EIS. The FR index number, FTS 523-5227, may be called to verify the date of publication in the FR.

8. The draft Notice of Availability should contain a notification of the date, time and location of public meetings/hearings. Departmental policy requires the notification to be published in the FR 30 days in advance of the meeting/hearing date. If special conditions require a lesser time, (WO - 330) must be consulted.

For guidance in determining whether a public meeting or a public hearing should be held, refer to BLM Manual Section 1792.73.

9. A News Release must be prepared and mailed to the WO, Division of Public Affairs (130), with sufficient lead time for release concurrently with the FR publication. The SO Public Affairs staff and the WO Public Affairs staff should coordinate the release.

10. At the time of filing with EPA, the SO must forward 15 copies of the draft/final to the WO for review and public distribution. The copies should be routed as follows:

Bureau of Land Management
- 12 - Public Affairs (130)
- 1 - Division of Rights-of-Way and Project Review (330)
- 1 - Division of Planning and Environmental Coordination (202)

Office of the Secretary
- 1 - Office of Environmental Project Review

The above copies must be available in the WO when the Notice of Availability appears in the FR and the news release is issued by (130).

Enclosed, for your reference in preparing the above EIS transmittal package, are copies of the receipt form for filing the EIS with EPA, copies of the FR Notice of Availability (draft and final), the national news release, and the transmittal letter to EPA.

The Division of Rights-of-way and Project Review (WO-330) is available to assist the SO's with the delegated EIS filing procedures. Please contact Mr. Pat Clason (FTS 343-5441) if you have any additional questions.

Rollo E Chandler

Assistant Director, Lands and Rights-of-Way
Acting

5 Enclosures
Encl. 1 - Receipt form for filing w/EPA
Encl. 2 - Copy of draft Notice of Availability
Encl. 3 - Copy of final Notice of Availability
Encl. 4 - Copy of national news release
Encl. 5 - Copy of transmittal letter to EPA

Receipt Form

Filing of Environmental Impact Statement with EPA

Five copies of the (draft) (final) (supplemental) environmental impact statement, (DEIS) (FEIS) (Suppl.) No.____________________, entitled:____, were mailed to the Environmental Protection Agency, 401 "M" Street, S.W., West Tower, Room 2119, Washington, D.C. 20460 on:____________________ (Date) by____________________, Bureau of Land Management,____________________ State Office; FTS____________________.

EPA Notice will be published in the Federal Register:____________________
(Date)

Comments will be accepted until ____________________
(Date)

Received by EPA ____________________
(Name)

____
(Title)

____
(Date)

Department of the Interior
Bureau of Land Management
[INT DEIS 80-25]

MAPCO's ROCKY MOUNTAIN LIQUID HYDROCARBONS PIPELINE PROJECT

AGENCY: Bureau of Land Management (BLM), Interior.

ACTION: Notice of Availability of the Draft Environmental Impact Statement (DEIS).

SUMMARY: Pursuant to Section 102(2)(C) of the National Environmental Policy Act of 1969, the BLM has prepared a DEIS for the proposed MAPCO Rocky Mountain Liquid Hydrocarbons Pipeline Project.

DATE: Comments will be accepted until ____________________, 1980. (same date as EPA notice)

ADDRESS: Comments should be sent to:

State Director (922)
Bureau of Land Management
P. O. Box 1449
Santa Fe, New Mexico 87501

FOR FURTHER INFORMATION CONTACT:

Bob Armstrong
New Mexico State Office
Bureau of Land Management
U.S. Post Office and Federal Bldg.
South Federal Place (P.O. Box 1449)
Santa Fe, New Mexico 87501
(505) 988-6212

SUPPLEMENTARY INFORMATION: The BLM has prepared a DEIS on a proposal by MAPCO to construct 1,172 miles of common-carrier pipeline (and related facilities) from Hobbs Station, Texas, through New Mexico, Colorado, and Utah to southwestern Wyoming.

The DEIS analyzes the environmental impacts of the proposal (including social and economic impacts), in addition to various route alignment alternatives.

A limited number of the draft statements are available upon request at the following offices:

New Mexico State Office
P. O. Box 1449
Santa Fe, NM 87501

Albuquerque District Office
3550 Pan American Freeway, NE
Albuquerque, NM 87107

Colorado State Office
Colorado State Bank,
7th Floor, 1600 Broadway
Denver, CO 80202

Grand Junction District Office
746 Horison Drive
Grand Junction, CO 81502

Utah State Office
University Club Building
136 East South Temple
Salt Lake City, UT 84111

Vernal District Office
170 S. 300 E.
P. O. Box F
Vernal, UT 84078

Wyoming State Office
2515 Warren Avenue
P. O. Box 1828
Cheyenne, WY 32001

Denver Service Center Library
Bldg. 50 Denver Federal Center
Denver, CO. 80225

Office of Public Affairs
Bureau of Land Management
U.S. Department of the Interior
18th and C Streets, NW
Washington, D.C. 20240

Roswell District Office
1717 W. Second Street
P. O. Box 1337
Roswell, NM 58201

Farmington Resource
Area Headquarters
900 La Plats Highway
P. O. Box 568
Farmington, NM 87401

Craig District Office
455 Emerson Street
P. O. Box 248
Craig, CO 81625

Montrose District Office
Highway 550 South
Montrose, CO 81401

Moab District Office
125 W. 2nd S. Main
P. O. Box 970
Moab, UT 84532

Rawlins District Office
1300 Third Street
P. O. Box 670
Rawlins, WY 82301

Rock Springs District Office
Highway 187 N.
P. O. Box 1869
Rock Springs, WY 82901

Public reading copies are also available in public libraries in approximately 40 locations along the route.

Public meetings to receive oral and/or written comments on the proposed project will be held at:

Rodeway Inn, Alturas Room, 3011 Cerrillos Road
On June 11, 1980 at 7:00 p.m.
Santa Fe, New Mexico,

Uintah County Courthouse, Vernal, Utah
June 13, 1980 at 7:00 p.m.

Little Tree Inn, Grand Junction, Colorado
June 15, 1980 at 2:00 p.m.

Oral comments will be limited to 10 minutes and should be accompanied with a written synopsis of the comments.

Date

Bureau of Land Management
New Mexico State Director

DEPARTMENT OF THE INTERIOR
Bureau of Land Management
[INT FEIS 80-13]

SUPERIOR OIL COMPANY LAND EXCHANGE AND OIL SHALE RESOURCE DEVELOPMENT

AGENCY: Bureau of Land Management (BLM), Interior.

ACTION: Notice of Availability of the Final Environmental Impact Statement (FEIS).

SUMMARY: Pursuant to Section 102(2)(C) of the National Environmental Policy Act of 1969, the BLM has prepared a FEIS on a proposed land exchange with Superior Oil Company and subsequent oil shale development project.

SUPPLEMENTARY INFORMATION: The BLM has prepared a FEIS on a land exchange proposed by Superior Oil Company which would involve the exchange of 2,045 acres of public land for 2,572 acres of Superior Oil Company land. As a result of the land exchange, Superior Oil Company could mine approximately 26,000 tons of oil shale per day. The oil shale would be processed on site and produce approximately 11,500 barrels of shale oil, 4,800 tons of nahcolite, 1,000 tons of soda ash, and 580 tons of alumina per day. The FEIS analyzes the impacts that would result from the mining and processing operations. The FEIS also analyzes the alternative of leasing these public lands for oil shale development.

FOR FURTHER INFORMATION CONTACT:

Greg Graff
Colorado State Office
Bureau of Land Management
Room 700, Colorado State Bank Bldg.
1600 Broadway
Denver, Colorado 80202
(303) 837-3515

Copies of the FEIS will be available for inspection at the following locations:

Bureau of Land Management
Public Affairs, Interior
Building
18th and C Streets, N.W.
Washington, D.C. 20240
(202) 343-6011

Bureau of Land Management
Colorado State Office
Room 700, Colorado State
Bank Building
1600 Broadway
Denver, Colorado 80202
(303) 837-3515

Bureau of Land Management
Craig District Office
455 Emerson Street
Craig, Colorado 81625
(303) 824-3417

Bureau of Land Management
White River Resource Area
317 E. Market
Meeker, Colorado 81641
(303) 878-5084

Public Libraries

Public Library of Craig, Craig, Colorado 81625

Rifle Public Library, Rifle, Colorado 81650

Meeker Public Library, 200 Main, Meeker, Colorado 81641

Rangely Public Library, 109 E. Main St., Rangely, Colorado 81648

Conservation Library, Denver Public Library, 1537 Broadway, Denver, Colorado 80206

County Courthouses

Moffat County, Craig, Colorado 81625

Garfield County, Glenwood Springs, Colorado 81601

A limited number of single copies of the FEIS can be obtained from the District Manager, Craig District Office or the State Director, Colorado State Office, at the addresses listed above.

Date

Bureau of Land Management
Colorado State Director

BUREAU OF LAND MANAGEMENT

For Release________________

April 15, 1980
Robinson
(202) 343-5717

DRAFT ENVIRONMENTAL IMPACT STATEMENT ISSUED ON PROPOSED PIPELINE

A proposed liquid hydrocarbon pipeline system is the subject of a draft environmental impact statement released today by the New Mexico State Director of the Bureau of Land Management.

MAPCO, Inc. or Tulsa, Oklahoma, proposes to construct 1,172 miles of common-carrier pipeline and related facilities from Gaines County, Texas, through New Mexico, Colorado, and Utah to the Rock Springs, Wyoming area. The pipeline would transport liquid hydrocarbons from the Rock Springs, Wyoming, area to existing pipeline systems near Seminole, Texas. This project is in anticipation of increased production from the "Overthrust Belt" in the Rocky Mountain region.

The Bureau of Land Management's (BLM) New Mexico State Office prepared the draft statement in cooperation with the Forest Service. The statement analyzes the environmental effects of the proposed action and five alternatives. The new Mexico State Director has the authority to issue all grants and permits for the MAPCO Project for crossing BLM and Forest Service lands.

A public comment period will run through__________________, 1980. Copies of the draft statement are available from the BLM New Mexico State Office (920), P.O. Box 1449, Santa Fe, New Mexico 87501. Review copies are available at public libraries, BLM and Forest Service Offices along the route in New Mexico, Utah, Colorado, and Wyoming, and in the BLM Public Affairs Office, Main Interior Building, 18th and E Street, N.W., Washington, D.C. 20240.

Public hearings will be announced through the Federal Register and local media, and will be held in Santa Fe, New Mexico; Grand Junction Colorado; Vernal, Utah; and Rock Springs, Wyoming.

* * *

United States Department of the Interior 1792

BUREAU OF LAND MANAGEMENT

Director, Office of Environmental Review
Environmental Protection Agency
A-104, EIS Registration Section
Room 2119 West Tower, Waterside Mall
401 M Street, S.W.
Washington, D.C. 20460

Dear Sir:

In compliance with Section 102(2)(C) of the National Environmental Policy Act of 1969, the Bureau of Land Management has prepared a final environmental impact statement (FEIS) on the proposed Superior Oil Company Land Exchange and Oil Shale Development.

We are enclosing 5 copies of the FEIS, and 5 copies of the FEIS will be forwarded to your regional office in Denver, Colorado.

Sincerely,

Colorado State Director

Enclosure

Encl. 5

11

RECORD OF EIS

11. RECORD OF EIS

The Team Leader is responsible for the preparation of the official record of the EIS. The record, when complete, consists of the following:

1) Form 1792-1, Preparation of Environmental Statement Record. This form is usually maintained in rough by the Team Leader and typed final when the project is complete. The section on participating agency staff and areas of expertise is particularly important, as this information will now appear in the EIS as required by the CEQ Regulations (1502.17 - List of Preparers).

2) Form 1792-3, Log of Official Comments on Draft of Bureau Environmental Statement. This form is also maintained by the Team Leader in rough throughout the EIS process and typed final when the project is complete.

3) Transcripts of public hearings or meetings.

4) All comment letters received.

5) Copy of the DEIS and FEIS.

6) The Final Scoping Document developed during the EIS process.

The Writer-Editor may be assigned responsibility for maintaining the two forms until the project is complete, at which time the Team Leader will review the forms and have them typed in final. The Writer-Editor will be using the form 1792-3 to assist in the preparation of the "comment and response" and other related sections of the EIS.

Examples of the 1792-1 and 1792-3 forms are included as Illustration 6 and 7 of the 1792 Manual. Preparation of the official record is covered in 1792.05A4 and 1792.54. Instructions for completing the required forms are included on the forms.

The completed official record is made available for public inspection by the responsible official and copy of the record is forwarded to the responsible Washington Office Management Staff.

Additional examples of the 1792-1 and 1792-3 forms are included with this section. Note that the included example 1792-3 differs from Illustration 6 in 1792 in that it includes the complete address of all commentors. This is highly recommended, as the need may arise to recover the list of public contact in case a supplemental EIS or other action is required at some future date.

ILLUSTRATION 11-1
EXAMPLE FORM 1792-1

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PREPARATION OF ENVIRONMENTAL STATEMENT RECORD

Subject Supplement to Final Environmental Statement, Proposed Sale of Fort Mohave Lands to the State of Nevada (INT FES 75-10)	Location Nevada State Office, Planning and Environmental Coordination Staff, Reno, Nevada

WO statement
Responsible Division Chief or Task Force Chairman Tom Rodda (321)

Other Statement:
Responsible SD or SCD; and Coordinating WO Office

SECTION I – DRAFT STATEMENT

DATE		PREPARED (✓)			DATE WO REVIEW BEGINS	Participating agency staff and areas of expertise
PREPARATION ASSIGNED	DEADLINE	TRANSMITTAL MEMO	FED. REG. NOTICE	PRESS RELEASE		
0/76	N/A	X	X	X	12/76	Ed Tilzey, Team Leader/Wildlife Julia Elfving, Assistant Team Leader/ Botanist Don Boyer, Writer/Editor Bob York, Archeologist (Cultural Resourc

INFORMAL REVIEW AND CONSULTATION

Agency, organization, or individual	DATE		
	REQUESTED	DEADLINE	RECEIVED
U. S. Army, Corps of Engineers			9/76
David G. Wilson, Plant Ecologist & Botanist (Endangered Species Compliance Report: Vegetation)			7/76
William A. Kennedy, Dr. Richard Olendorf, Gary Ferrier, Osborne Casey (Endangered Species Compliance Report; Wildlife)			6/76
Nevada Archaeological Survey (now Archaeological Research Center) (Cultural Resources Reports)			8/76 & 2/78

PUBLIC MEETINGS AND FORMAL HEARINGS, PREPARATION PHASE

LOCATION	DATE HELD	STATEMENT AVAILABLE		NOTICE PUBLISHED	
		DATE	NOT (✓)	DATE	WHERE
No Public Meetings or Formal Hearings					

Form 1792-1 (June 1972)

SECTION II – REVISED DRAFT STATEMENT

DATE				
WO COMMENTS RECEIVED	DEAD-LINE	APPROVAL		
		DIRECTOR'S	AS–PLM'S	SOLICITOR'S
1/77	N/A	3/8/77	3/8/77	3/8/77

DATE			
AS–PP CLEARS, SENDS TO CEQ	FED. REG. NOTICE PUBLISHED	PRESS RELEASE ISSUED	PUBLIC COMMENTS DEADLINE
3/8/77	3/10/77	3/10/77	4/11/77

Draft statement control number INT DES 77-9

Participating agency staff and areas of expertise

Ed Tilzey, Team Leader/Wildlife
Julie Elfving, Assistant Team Leader/Botanis
Don Boyer, Writer/Editor
Bob York, Archaeologist (Cultural Resources)
Judy Nelson, Economist
Dave Loomis, Economist (Las Vegas District
Office)

OFFICIAL (FORMAL) REVIEW REQUESTED

Agency, organization, or individual *Note:* Record all comments received, directly solicited or not, on Form 1792–3	DATE		
	REQUESTED	DEADLINE	RECEIVED
Field Review of Preliminary Final Supplement:			
Tom Rodda (321)			
Bill Kelly (Solicitor's Office)			
Angela Cummings (Office of the Secretary)			11/77

PUBLIC MEETINGS AND FORMAL HEARINGS, OFFICIAL DRAFT STATEMENT

LOCATION	DATE		NOTICE PUBLISHED	
	HELD	STATEMENT AVAILABLE	DATE	WHERE
No Public Meetings or Formal Hearings				

SECTION III – FINAL STATEMENT

DATE		PREPARED (✓)			DATE WO REVIEW BEGINS
WORK BEGINS	DEADLINE	TRANSMITTAL MEMO	FED. REG. NOTICE	PRESS RELEASE	
10/77	12/77	X	X	X	12/77

Participating agency staff and areas of expertise

Ed Tilzey, Team Leader/Wildlife
Julie Elfving, Assistant Team Leader/
Botanist
Don Boyer, Writer/Editor
Bob York, Archaeologist (Cultural Resourc
Judy Nelson, Economist
Dave Loomis, Economist (Las Vegas Distric
Office)

ILLUSTRATION 11-1 (con't.)

SECTION III – FINAL STATEMENT (Con.)

INFORMAL REVIEW AND CONSULTATION

Agency, organization, or individual	DATE REQUESTED	DATE DEADLINE	DATE RECEIVED
Don R. Paff, Administrator, State of Nevada Division of Colorado River Resources	12/77		1/78
Bureau of Indian Affairs, Colorado River Resources	12/77		1/78
Fort Mohave Tribal Council	12/77		1/78
Judy Nelson (Regional Economist), Dave Loomis (Economist, Las Vegas District Office): Social-Economic Supplement on Fort Mohave Indians			11/77

SECTION IV – REVISED FINAL STATEMENT

DATE					
		APPROVAL			
WO REVIEW COMPLETED	DEADLINE	DIRECTOR'S	AS–PLM'S	SOLICITOR'S	AS–PP CLEARS, SENDS TO EPA
7/18	N/A	X	X	X	X

DATE				
			SENT TO	
FED. REG. NOTICE PUBLISHED	PRESS RELEASE ISSUED	PUBLIC COMMENTS DEADLINE	COMMENTING AGENCIES	OFFICES FOR PUBLIC INSPECTION
8/18/78	8/15/78	-----	X	X

Participating agency staff and areas of expertise

Ed Tilzey: Team Leader/Wildlife

Don Boyer: Writer-Editor

Bob York: Archeologist

Informal review and consultation

None.

Final statement control number 78-19

Action commenced *(date)*

Remarks

INSTRUCTIONS

For statements prepared in WO, responsible official keeps two (2) copies current. When statement is completed file one (1) copy with each of the two (2) complete statement records under 1792. (See BLM Manual 1792.24C.)

For other statements, SCD or SD keeps two (2) copies of Sections 1 and 3 current; WO keeps two (2) copies of Sections 2 and 4 current. When statement is completed file one (1) copy of all sections with each of the two (2) complete statement records.

GPO 842-575

ILLUSTRATION 11-2
EXAMPLE FORM 1792-3

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

LOG OF OFFICIAL COMMENTS ON DRAFT OF BUREAU ENVIRONMENTAL STATEMENT

INSTRUCTIONS

Responsible official logs *all* comments received in *duplicate*. Files a copy with each of two (2) complete statement records under 1792. (See BLM Manual 1792.24D.)

ubject Final Supplement to the Final Environmental Statement, Proposed Sale of Fort Mohave Lands, Nevada

Location Nevada State Office, Planning and Environmental Coordination Staff, Reno, Nevada

esponsible SD, SCD, Division Chief, or Task Force Chairman SD, Nevada

Lead WO John Stephenson (321)

NO.	DATE RECEIVED	AGENCY, ORGANIZATION, OR INDIVIDUAL
1	2/24/77	Nevada Outdoor Recreation Association (Charles Watson). P. O. Box 1245, Carson City, Nevada 89701.
2	3/16/77	J. R. Ray Alcorn. 6495 Powerline Road, Fallon, Nevada 89406.
3	3/18/77	Nevada State Park System. Room 221, Nye Building, Capitol Complex, Carson City, Nevada 89710.
4	3/21/77	Mary DeDecker. P. O. Box 506, Independence, California 93526.
5	3/22/77	Tom Heindel. Box 405, Big Pine, California 93513.
6	3/28/77	National Park Service, (Lake Mead NRA). 601 Nevada Highway, Boulder City, Nevada 89005.
7	4/1/77	BLM, Utah State Office.
8	4/7/77	BLM, Idaho State Office.
9	4/11/77	State of Nevada, Division of Colorado River Resources. P. O. Box 19090, Las Vegas, Nevada 89119.
0	4/11/77	Fish and Wildlife Service, Field Supervisor, Laguana Niguel, California.
1	4/11/77	Tina Nappe. 3340 Berthoud Street, Reno, Nevada 89503.
2	4/11/77	June Latting, California Native Plant Society. 320 Maravilla Drive, Riverside, California 92507.
3	4/12/77	Natural Resources Defense Counsel. 2345 Yale Street, Palo Alto, California 94306.
4	4/12/77	California State University, Los Angeles (Mr. Richard Vogl). 5151 State University Drive, Los Angeles, California 90032.
5	4/14/77	University of Nevada, Las Vegas. 4505 Maryland Parkway, Las Vegas, Nevada 89154.
6	4/14/77	Ike C. Eastvold. 541 Prospect Street, Highgrove, California 92507.
7	4/15/77	Martha McLean. 6830 Yellowstone Drive, Riverside, California 92506.
8	4/18/77	Nevada State Park System. Room 221, Nye Building, 201 South Fall Street, Carson City, Nevada 89710.
9	4/20/77	State of Nevada, Governor's Office of Planning Coordination. Capitol Building, Room 45, Capitol Complex, Carson City, Nevada 89710.
	4/25/77	Department of the Army Corps of Engineers, Los Angeles District, P. O. Box 2711, Los Angeles, California 90053.
1	4/25/77	California State University, Los Angeles (Mr. Richard Vogl). 5151 State University Drive, Los Angeles, California 90032.

Form 1792-3 (January 1972)

12
PRINTING

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12. PRINTING

This section of the Handbook covers the processes and workflow related to printing an environmental impact statement. The EIS Team (particularly the Writer-Editor and the Cartographic staff) should be aware of the general procedures which must be accomplished well before the document is made available to the printer, and of the coordinating activities which must be accomplished in order to get the document printed. There are different procedures available for printing documents and these are primarily dependent on the time frames involved and the method used to prepare the final "camera-ready" copy.

Background

Government printing is regulated by the Joint Committee on Printing (JCP) of the United States Congress. The requirement for Federal agencies to obtain printing services through the Government Printing Office (GPO) is found in Section 501, title 44, United States Code:

> "...All printing, binding, and blank-book work for Congress, the Executive Office... and every executive department, shall be done at the Government Printing Office..."

The exceptions to this regulation are:

1. Work which does not exceed 5,000 copies of any one page, and does not exceed 25,000 copies overall. (See paragraph 2-1 of the Government Printing & Binding Regulations.) Copier machines or page-size presses may be used to produce work up to the amounts above without formal approval. Copies that exceed these units are not authorized unless approval has been granted by the Department's Printing and Publications Division or the JCP. Anything above these amounts is considered printing, and all JCP regulations must be followed. If approval is granted to exceed the above limitations, paragraph 2-2 of the Government Printing and Binding Regulations requires that each individual job be reported by title, quantity (pages and copies), date, and where done, no later than 30 days after the close of each quarter. These reports must be submitted to Director (554). Negative reports are not required (Instruction Memorandum No. 78-146).

2. Printing obtained through other Federal sources or commercial firms if a waiver has been obtained from GPO. Section 504, title 44, United States Code, permits the Public Printer to authorize an agency to contract directly for printing and binding if GPO is not able or suitably equipped to execute the work or if it is more economical or in the better interest of the Government that it be executed elsewhere. It is unusual, however, for such a waiver to be granted. Therefore, for all practical purposes, you should expect all EIS printing to be procured through GPO.

3. Printing in field plants operated by an executive department. Authorized plants are listed in the Government Printing & Binding Regulations.

4. Printing which can be handled by the Federal Prison Industries facilities listed in paragraph 47 of the Government Printing & Binding Regulations.

5. Printing jobs costing $500 or less per line item. If the product is a one-time, non-repetitive product, costs $500 or less, and cannot be ordered against existing GPO contracts, the printing may be procured commercially. (See paragraph 49-2 of the Government Printing & Binding Regulations.) GPO must be contacted before the determination is made that the printing job falls within this category.

A semi-annual JCP Form No. 2 must be submitted to Director (550) covering all printing procured directly from commercial sources, including those obtained after GPO waiver has been granted, and those jobs that were completed commercially for $500 or less. Reports must be sent to Director (550) no later than November 10 of the current fiscal year and by April 10 of the same fiscal year. Negative reports must be identified in writing to the Director (550). (Instruction Memorandum No. 78-156.)

EIS Team Writer-Editors and the Cartographic staff should have available copies of the Government Printing and Binding Regulations (April, 1977, No. 24, published by the Joint Committee on Printing, Congress of the United States) and the Agency Procedural Handbook for Commercial Procurement of Printing Services (P301.5, May 1971; revised October 1975, published by GPO). The Agency Procedural Handbook is extremely useful for completing SF-1's, but does not cover all printing situations or methods.

Timetable

The production of the printed EIS can take as much as three months from the time the requisition for printing is submitted until the EIS is ready for mailing. However, the minimum amount of time to expect is six weeks, and even that is assuming that everything goes smoothly.

The reason so much time must be allowed for printing is that GPO contracts the work to a commercial printer based on competitive bidding. Time is required for reviewing the requisition to determine which printers have the necessary capabilities to do the job, writing the specifications, inviting bids, waiting for the deadline by which the bids must be returned, evaluating the bids, and making a contract award. The preceding steps can take about three weeks to complete. These steps can be omitted if the printing of the EIS fits one of the term contracts maintained by GPO. This would be the case if the EIS is not technically complex. In terms of statements that have been printed in the past, this would basically mean that no process colors (see below) or map packets are required. If the job can be accomplished through a term contract, then the EIS can be in the printer's hands one week after GPO receives the requisition.

Printing itself takes about four weeks, but it can take longer if the job is more complex.

If it is decided that proofs of large color visuals or color photographs should be reviewed before the product is printed in final form, expect the process to require an additional two weeks.

The following is a list of things which are useful to keep printing time to a minimum:

1. Not requiring proofs or press checks.

2. Minimizing the use of color. For each color specified on a map, the map must be run through the press. Press time is reduced if the EIS Team minimizes the number of pages using color and minimizes the number of colors used per page where possible. The use of process colors is also timesaving. "Process colors" means that black and the three primary colors (red, blue, and yellow) are used in various proportions and combinations to create almost any color. In this way, the page need only be put through the press once for each of these four colors.

3. Preparing accurate printing specifications in advance of submitting the EIS to GPO. GPO can write the printing specifications and invite bids prior to actually receiving the camera-ready copy of the EIS if accurate specifications can be provided earlier by BLM. GPO must also be provided with a mailing list which specifies the number of copies of the document to be mailed to each party if the printer is to handle the mailing of the EIS. (Usually, the Team handles the mailing, as this procedure is easier and allows for better document control - in some cases where printers have handled the EIS mailing, items were mailed very late in the comment period.)

4. Printing color maps for inclusion in a map "pocket" at the end of the EIS rather than as fold-outs. Maps developed as fold-outs for insertion at various points throughout the text involve more work on the part of the printer as each fold-out must be tipped in by hand when the EIS is prepared for binding. However, developing fold-outs results in smaller maps and contribute to the readability and aesthetics of the EIS by placing maps close to the section where they apply. Depending on the time available and the size of the maps, the use of fold-outs can contribute to a more unified and useful document. Factors other than printing often determine the type of maps to be included in an EIS, or an EIS may combine several methods.

5. Printing large visuals in advance of the EIS. This is a general procedure which has been used with several EIS's in New Mexico. In addition, it is advisable to have enough of these maps made at one time for both the draft and the final EIS, plus any extras required unless a "short" final EIS is planned, in which cases the large maps would only appear in the DEIS. It is also good to know that visuals bases may be printed well in advance of completion of the EIS, stored flat, and overprinted with information at a later date. If the visuals are to be folded and inserted into an envelope, the printer may do this if specified, or the EIS Team can include the visuals when the EIS is received from the printer.

6. Designing large visuals so that they do not exceed printed dimensions of 24" x 36". Most printers do not have presses large enough to accommodate

visuals larger than this, and those that do are usually backlogged with work. When visuals are oversized, it will take GPO about two extra weeks to locate and contract a printer to handle the work.

7. Preparing an EIS that can be printed under a GPO Term Contract.

Workflow/Coordination of Printing

Although the actual preparation of the document for printing is primarily the responsibility of the Writer-Editor and the assigned Cartographic staff, the procedures for printing the EIS require early and complete coordination with other staffs and agencies. Generally, this involves:

1. The State Office Environmental Coordinator for the particular EIS.
2. The State Office Writer-Editor.
3. The WO Management staff contact for the particular EIS.
4. The DOI Division of Printing and Publications (if necessary) and the WO Branch of Office Services.
5. GPO's Washington Office, if necessary.
6. The Regional GPO office (In the case of New Mexico, Region 8, located in Denver.)

This Handbook can present only a very general overview of the process of printing an EIS. Each EIS effort will surface unique problems or approaches to printing, and there are a considerable number of ways EIS's are currently being printed throughout the Bureau. This section of the Handbook concentrates on methods currently being used in New Mexico, supported with some examples from other BLM Offices. The following subsections discuss the printing process in terms of cost, time, coordination, and workflow and are generally organized in the order the actions occur in the EIS process.

Method of Printing

The prime influences on printing are the available time for the EIS Team to complete the project and the printing technology currently available.

Both of these factors are particularly critical on range EIS's, and will be equally important to the upcoming wilderness evaluations and EIS's on the RMPs discussed in the Planning Regulations (Section 1601.06). The Team should consider the available methods of printing in early Team meetings. Coordination of the printing process is part of the responsibility of the State Office Environmental Coordinators and the State Office Writer-Editor. The WO Management staff will assist EIS Teams with printing, particularly when short time frames are involved.

Number of Copies

The printing of a draft and final EIS costs about $25,000 if 1,000 copies are required, and the trend is for these costs to increase. The cost-effectiveness of the printing method selected for a particular EIS should be a primary factor in making the final decisions concerning printing. (The total preparation, printing, and mailing costs for a large EIS is around $50,000.)

If the format is kept simple with respect to printing requirements, the cost will be less but will not be reduced by as much as 50 percent. The estimate of the printing costs must be submitted for inclusion in the Procurement Plan of the District Office's Annual Work Plan. If printing will occur in the first quarter of the fiscal year, its cost must be included in the Preliminary Annual Work Plan submitted in May of the preceding fiscal year. If printing will occur in any of the last three quarters of the fiscal year, its cost must be included in the Annual Work Plan submitted in August of the preceding fiscal year.

The EIS Team should estimate the number of copies of the DEIS which will be required - usually 1,000 has been considered adequate. However, more or less may be necessary depending on the degree of public interest. Experience with New Mexico EIS's has indicated that only about 700-800 copies of the EIS were actually distributed, particularly grazing EIS's. Printing should be kept to the minimum because of cost. An accurate estimate of the number of copies to be printed is needed before a requisition for printing and binding is made to GPO, as the printing costs are greatly increased if it is later determined additional copies are required. The additional cost is usually borne by the government, not the public. (Under most circumstances, copies are provided to the public free of charge.) An estimate of the number of EIS copies which will be needed can be made from the projected distribution list shown on P. 10-6 ; this list is itself developed from the known mailing list for the particular EIS. On EIS's which cover topics of wide public concern or controversy, the issuance of the DEIS may increase public awareness and the need for additional copies when the FEIS is printed. Some estimate of the public awareness can be determined by the extent of public input and media coverage given to the EIS's proposed action and alternatives.

In the normal situation, there will be a need for the same number of copies of the FEIS as for the DEIS. Current regulations specify that copies of the FEIS must go to all those who commented on the DEIS and all agencies with review requirements. The EIS is also distributed to the BLM offices within the State and the required Bureau libraries.

Writer-Editor Preparation of Text

When approval has been given to print, the Writer-Editor will immediately be preparing the final "camera ready" text copy. The procedures which generally should be followed depend on how final copy is being made - i.e., from Mag Card or Word-processors. Each circumstance is covered in general terms below.

Mag Card

The final copy produced from a Mag Card machine will become the exact masters used by the printer, and therefore can be collated and page-numbered by the Writer-Editor. The following general steps are involved:

1. Final proofing and editing of copy is completed. All sections are collated in order.

2. The Writer-Editor page numbers the document. (Page numbering is covered on P. 8-19) the Writer-Editor will insert dummy pages ("slips") wherever needed in the text to indicate the exact location of any visual or other item which is included with the visuals package of the EIS (discussed below). This will alert the printer to the fact that a visual will be inserted at that point, and that the visual is not included with the text but is included with the visuals package. These slips are usually colored paper, so they are not mistaken for text, and are hand numbered and identified for the printer's reference.

The Writer-Editor will normally not be marking the text (editorial marks) for the printer as the SF-1 and specification sheets (if any) will contain all the data needed by the printer. An exception may occur where photo "windows" or strip-ins are marked for the printer's attention.

3. The Writer-Editor finalizes the Table of Contents and Lists of Illustrations, including the appropriate page numbers. (Be sure the title page has been signed!)

4. When the complete EIS has been page numbered and laid out, the Writer-Editor should prepare a pagination form for the document or folio-number the document. (Pagination and folio-numbering are covered on p. 12-11) an example pagination form is included at the end of this section. (Note that the pagination form shown in the Interim Guidance is not correctly filled out.) The Writer-Editor may also prepare a page-count form for Team information purposes. An example page count form is included at the end of this section.

5. The Writer-Editor should prepare a list of any specifications or notes applicable to the text which will be useful to the printer and/or reduce the chances of any misprint or positional errors. These items are included as an attachment to the SF-1 ("specification sheets").

6. If the text is to be printed separately from the large color visuals, then the Writer-Editor will complete an SF-1 (Printing and Binding Requisition) for the text. If text and large visuals are being printed together, then the SF-1 is usually prepared jointly with the Cartographic Technician, and contains specifications (usually attachments) for both text and visuals. Examples of text and visuals specifications sheets and SF-1's are included at the end of this section.

Generally, the items which need to be filled out on the SF-1 are: The Department, Bureau, date, appropriation chargeable, title of project, requisition number, signature, number of copies needed, size of paper, and binding.

The requisition number is assigned by the NMSO purchasing agent (or his designated representative such as the District Office Administrative Officer) and is signed by one of these individuals.

The Writer-Editor may fill out other areas of the SF-1 based on his/her knowledge of the project. The Agency Procedural Handbook contains a complete breakdown of the items on the SF-1 and how it is filled out.

7. The Writer-Editor should specify on the SF-1 (and attached specification sheets if necessary) who the contact is for the printing job and how and where the completed material is to be mailed, plus the date the material is needed. The address and mailing specifications should be specific. All arrangements for mailing of the EIS to the printer and particularly for return of the completed documents should be completed at least one week prior to mailing the EIS to the printer.

Generally, these procedures are dependent on air freight companies who may or may not be able to meet required time frames. Under extremely tight time frames, special arrangements for delivery may be needed, and should be coordinated through the appropriate SO and/or WO management staff contacts. The Washington Office Branch of Office Services suggests the use of Federal Express or Emery Air Freight for materials to be delivered to their office for transmittal to the Washington GPO.

8. When the EIS is complete and all required paperwork is ready, the EIS is usually combined with the visuals material and forwarded to the GPO Region 8 Printing Procurement Office in Denver. If the large color visuals were printed earlier, then the EIS usually includes only camera-ready page-size visuals material (already as page size or, if larger, in a separate package) and is forwarded to GPO separately. When the printed documents are returned, the large visuals are placed in envelopes and inserted in the back of the EIS prior to release. The Writer-Editor and Cartographic Technician are responsible for reviewing all materials including the SF-1 and specifications sheets for completeness (the Technical Coordinator may be assigned the supervision of this task.)

Under certain critical time frame situations, an EIS can be printed by the Washington and Denver GPOs with a two-week turnaround time. This "emergency" printing is coordinated through the Washington Office contact for the particular EIS and the Branch of Office Services (Victor Trilling). This printing also costs more because of the short time-frames.

The WO Branch of Office Services (854) recommends the following procedures for SF-1's forwarded to their office.

1. Printing done by GPO's Washington Office is handled under a different accounting system than those jobs done in GPO's Regional offices, therefore SF-1's for Washington GPO require a requisition number and authorizing signature from the Department of Interior's Division of Printing and Publications, not from the District or State Office.

(Washington GPO printing is billed directly to DSC.) Therefore, only a "dummy" copy of the SF-1 is required. This copy will be redone by WO 854 and a requisition number assigned for the project. (No requisition number assigned by the DO is required under these circumstances).

2. The specifications sheet (or transmittal memo to WO 854) should specify that a signed copy of the SF-1, with appropriate requisition number, be returned to the EIS Team as soon as possible. The EIS Team should also request that the cost of the project (printing) be forwarded to the Team as soon as WO 854 obtains the information. (Cost data is required information. See NMSO Instruction Memorandum 79-176.)

3. In addition to information on printing, the specifications sheets should include the contact for the EIS (usually the Team Leader) and specific shipping instructions for the printed statements. Normally, instructions are given that 15 or 20 copies of the EIS be forwarded directly to the WO contact for the EIS for filing, with the rest of the statements airfreighted to the EIS Team.

An additional SF-1 requirement (not directly related to the EIS itself) is for specifying extra printing for the National Depository Libraries. This requirement has not been carried out in the past, but is now being required by the Division of Printing and Publications who will be providing additional guidance on this subject.

The SF-1 should specify "print for Depository Libraries," and GPO will handle all the aspects of compliance. The cost of extra printing is not accountable to the EIS project code. GPO pays for this extra printing. If the large color visuals are printed separately from the EIS text, then both SF-1's should specify printing for the Depository libraries and specific instructions provided for holding the visuals until they can be included with the EIS. When an EIS is printed for the Depository Libraries, then instructions will also be needed to ensure that the printed EIS's are not released to the libraries prior to the date the EIS is filed with EPA.

Word-Processing Equipment

The procedures for printing EIS prepared on word-processing equipment has differed considerably from the previous system. The primary difference is that the EIS copy is sent to GPO twice, and two SF-1's will need to be prepared. The general procedures for word processor-prepared text are as follows:

1. When approval has been given to print, the final copy of the EIS is run on the word processor equipment, proofed and corrected. This function requires close coordination between the Writer-Editor, the Word-processor Operator, and the Office Manager.

2. When the final copy is proofed and all corrections have been inserted, the Writer-Editor and typist insert the proper codes into the text material. (The code system has been developed specifically by GPO for these documents.) The coded text is then put on disks. (Presently, only the Albuquerque and Socorro DO's have used text coding.)

3. Because the word-processor is normally used to set up EIS's for double column printing and the "document" is on disks rather than paper, the pagination of the document is impossible to determine prior to the actual first printing of the text. Also, since the printing method used by GPO on coded texts does not allow for insertion of any visuals material in the text, all visuals will have to be printed separately. (EIS Teams should note that this first printing does not necessarily include the entire EIS. Often only the major Chapters are printed double column, and the ancillary front matter (and possibly the back matter) is completed in-house when the double column "hard copy" is returned by GPO.

The complete document is then assembled, paginated, and prepared for final printing and binding.

4. The floppy disks, properly coded, must be converted to a 9-track tape which will run the GPO press. In the past this conversion has been done through an informal agreement with the BLM Colorado State Office, Division of Planning and Environmental Coordination. The WO (854) now has the capability for tape conversion, but only for the AM word processor. Printing arrangements for coded texts must be coordinated through NMSO and WO 854. Usually the disks are accompanied by a coded printout of the text (for the printer's reference should coding errors result in printing errors on the double-column hard copy) a mailing package, a blank tape, mailing labels as needed, and a completed SF-1 (an example SF-1 for double-column print is included at the end of this section).

6. WO 854 will convert the disks to tape and forward them to GPO's Washington Office. GPO will then print one copy of the text in double column format. This copy (plus tape and print-out) will be returned to the EIS Team as specified on the SF-1. (This is a complex procedure. EIS Teams are reminded of the close cooperation required between all offices and of the necessity for rapid return of the printed double-column copy.)

7. The EIS Team, upon receipt of the double-columned "hard copy" will collate this copy as needed with the visuals materials and other portions of the text (if any) not set up for double-column printing. (Large maps to be set in pockets are usually not included, as they will be added to the EIS in pockets when the printed statement is returned by the printer. If the printer is to do the map insertion, then the maps must either be printed by the same printer or forwarded with the text. The latter is a more expensive procedure.) If the smaller visuals are to be printed concurrently with the text, which is the normal situation, then the Writer-Editor may need to insert "slips" and will set up the pagination form (or folio numbering) and specifications sheets as needed. Since the hard copy returned by GPO in Washington may be arbitrarily page numbered (i.e., page numbered in order with no regard to any insertions which would be included prior to the final printing) the SF-1 should specify deletion of existing numbers on the hard copy and the addition of final page numbers (taking into account added visuals material) by the printer rather than in-house, if applicable. Once the EIS Team has the

hard copy and the visuals available, the Writer-Editor will be able to paginate the document and add in ancillary material such as the Table of Contents, Lists of Illustrations, etc. These items can have page numbers placed on them in-house or the SF-1 can specify that the printer complete these. Generally it is better if this is done in-house. (A general rule in EIS work is that it is usally more economical if the EIS Team does the majority of the text preparation in-house as opposed to specifying that the printer do the finalizing work.)

8. When the double-column copy is assembled with the rest of the EIS material, the Writer-Editor will prepare another SF-1 for printing and binding of the entire document. The complete EIS and SF-1 is forwarded to the GPO Regional Office and the entire document is printed and bound as discussed in the preceding subsection. The SF-1 and the EIS may or may not include large color visuals depending on whether these were prepared and printed separately.

Preparation of Visuals for Printing

Preparation of the visuals material to be included in an EIS is dependent to great degree on the method the EIS Team is using to prepare final copy. Depending on the time frames for production of the EIS sections, the Cartographic Technician prepares camera-ready copy to be printed with the EIS text, including large color visuals, or (more often) has the large color visuals printed early and includes the smaller visuals for printing when the text is printed.

Printing an EIS via word-processors means that the Cartographic materials will normally be set on pages separate from the text, and these items will be combined with the text when a double-column hard copy is returned from the GPO Washington Office for assembly into a complete document.

NOTE: With the present state of the art, word-processors and tape-driven presses cannot be instructed to split both columns of a double column text in order to insert a visual. They can, however, split a single coumn if necessary for inserting small visual. The width of a single column of double-column text is usually not sufficient for the tables and visuals used in EIS's and strip-ins are normally not used with double column text. Advances in the state of the art may change this situation in the future.

The Cartographic Technician is responsible for the preparation of the SF-1 and any attached specifications sheets for visuals materials. Normally, the Cartographic Technician and Writer-Editor will double check all work associated with the EIS, particularly when both visuals and text are being printed together.

The Cartographic Technician will coordinate all final preparation of visuals for printing through the EIS Team, and may be involved in actual contact with GPO or the printer to discuss aspects of production related to the visuals, or for a press check. If time permits, the Cartographic Technician should specify color key proofs for the color visuals, particularly if they are printed before the text. Press checks should be avoided unless absolutely necessary because of the expense involved.

Document Pagination

A distinction needs to be made between page numbering the EIS and paginating the document for the printer. It is important to realize that the numbering systems may not be identical, although the order of appearance of the individual pages of the EIS will be the same. For example, an EIS which is ready for printing has no page number shown on the title page; front matter uses lower case roman numerals, and each EIS Chapter uses a dual numbering system (1-1, 2-1, 3-1, etc.). Since there is a mix of numbering systems used in the EIS, plus an absence of numbers for blank pages, the printer cannot be expected to follow the EIS numbering system for purposes of printing.

The solution to this problem is to use a folio-numbering system or a pagination form. The folio-numbering system is the easiest to use, and is basically an arbitrary numbering of the document pages from the front of the front cover (page 1) to the back of the back cover (page xxx). Numbering is done in the lower left or right corner of each page (including blanks and the backs of dummy pages used to indicate the location of fold-out maps) with non photo blue pencil (Eagle Verithin No. 761 ½). Using this system, it is easy to see that the folio numbers will bear no relationship to the page numbers themselves, but does lay out the document in exact order. (For large visuals which are not included directly with the text, a "dummy" or "slip" page can be inserted in the text and numbered accordingly. If it is a fold-out visual, the dummy page would "count" as two pages, and both numbers would be indicated on the dummy.) Dummy pages should also be inserted to indicate all blank pages, which are normally left-hand pages.

The pagination form method is basically an illustrated form which shows the location of each document page in order from front to back, indicating blank pages and other data relevant to the printer. The primary problem experienced with the pagination form is that it looks as if the pages are listed in reverse order (left to right) rather than actual order (right to left), although this is not the actual case.

Illustration 12-3 shows a blank pagination form and explains its layout.

Tracking Printing and Visuals Preparation Costs

New Mexico policy requires that costs associated with preparation of an EIS (text and visuals) be tracked. Printing costs for EIS's, particularly for color photo or map work have increased enormously over the past five years, and all indications are that these costs will continue to rise. These costs are of a magnitude which makes it imperative that the EIS Team give serious thought early in the EIS process to how the EIS will be set up and what types of color work will be necessary.

The basic data which should be covered (and tracked) are contained in NMSO IM 79-176 and 80-13. IM 79-176 is included at the end of this section. IM 80-13 is included at the end of Section 9.

ILLUSTRATION 12-1

EXAMPLE EIS PAGE AND VISUALS COUNT
(Not required with SF-1 - For
internal information only.)

Cover/Back Cover	4
Title Page	1
Summary Page	1
Table of Contents	5
Lists of Visuals	10
Preface	3
Chapter 1	47
" 2	94
" 3	74
" 4	21
" 5	7
" 6	3
" 7	4
" 8	25
" 9	34
Appendix A	8
" B	18
" C	6
" D	3
" E	10
" F	15
" G	12
Total Page Count	415

Total Text Pages 309

Support Material 106

	Text:	App:	Total:
Fold-Out Maps	12	2	14
Page-Size Maps	11	1	12
Tables	74	28	102
Figures	16	3	19
Photographs	6	0	6

EXAMPLE SPECIFICATIONS SHEET FOR EIS TEXT

1. Specifications for all fold out maps and page size figures or maps are included on the specifications sheets accompanying the original graphics material. The attached pagination form shows only the location of insert material.

2. For purposes of pagination only, fold out maps were counted as 2 pages. For example, the ES Area Map is considered to be pages 1-11 and 1-12.

3. No page numbers appear on any insert graphics.

4. Orange "dummy" pages have been placed in the text to indicate the location of insert graphics.

5. Divider pages with black edges on both sides have been included with the ES text. Printing specifications for the dividers are included on the graphics specifications sheets.

6. There are two sections of text which are set up for 4- on -1 printing, Appendix E, pp 10-44 and 10-45, and Appendix H, pp. 10-74 through 10-85. These are to be reduced to 45 percent of original size and they are included in a special folder accompanying the original graphics material.

7. Page size tables and smaller tables and graphics have already been set in the text.

8. Windows for the six photographs have already been set in the text (pp. 1-16, 1-32, 1-39, 1-41, and 1-43). Original negatives are included in the graphics material.

9. For information or assistance call:

Bureau of Land Management
Nevada State Office
Branch of Environmental Coordination
Room 3008, Federal Bldg.,
300 Booth Street
Reno, Nevada 89501

William C. Calkins (Chief, Branch of Environmental Coordination)
1-702-784-5448
Maxine Shane (Writer-Editor)
1-702-784-5448

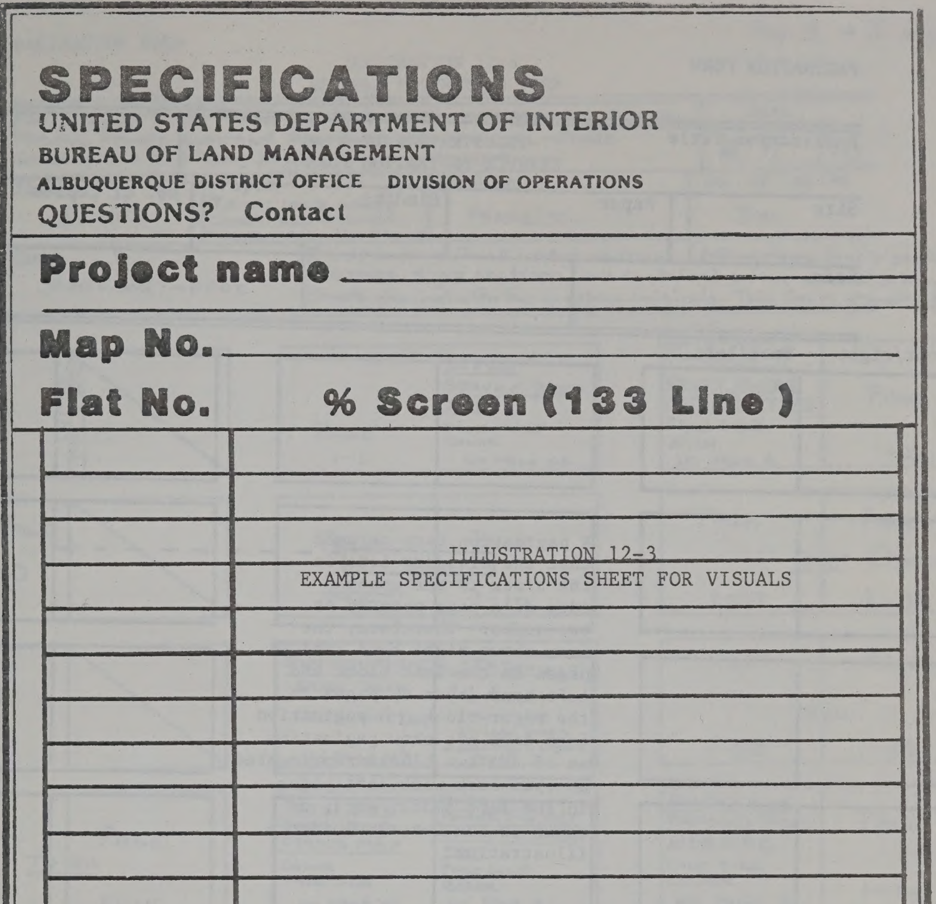
ILLUSTRATION 12-2 (con't.)

Cartographic Section

Steve Rasmussen (Cartographic Tech.)
1-702-784-5731

10. Completed books and originals to be returned to:

Bureau of Land Management
Nevada State Office
Attn: William C. Calkins
Room 3008, Federal Building
300 Booth Street
Reno, Nevada 89501



SPECIFICATIONS

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
ALBUQUERQUE DISTRICT OFFICE DIVISION OF OPERATIONS
QUESTIONS? Contact

Project name ____________________

Map No. ____________________

Flat No.	**% Screen (133 Line)**

SUMMARY

ILLUSTRATION 12-3
EXAMPLE SPECIFICATIONS SHEET FOR VISUALS

PAGINATION FORM

ILLUSTRATION 12-4
EXAMPLE PAGINATION FORM

Publication Title			Date
Size	Paper	Binding	No. of Copies
Code			

Front/right Back/left

A pagination form assumes that the dividing line in the block is the unbound edge of a page printed on two sides. Therefore, the form shows right hand (odd #) pages in the left block and left hand (even #) pages in the right block. A pagination form does not show pagination as if the two blocks represented an open book with left pages in the left block, etc., as shown in the Interim Guidance illustration.

Page 1 of 5 pages

ILUSTRATION 12-5
EXAMPLE PAGINATION FORM

Publication Title FINAL ENVIRONMENTAL STATEMENT, SIERRA PACIFIC POWER COMPANY PROPOSED 500 MW COAL-FIRED GENERATING STATION, NORTH VALMY, NEVADA			Date ~~8~~ 9/ /78
Size 8 x 10½	Paper TEXT: 100 # WHITE COVER: 220 # INDEX FOLDING MAPS: 120 # WHITE	Binding PERFECT	No. of Copies 300
Code 5100-3027-FF02	Specifications for all insert material (folding maps, page size figures and maps, 4-up sections) are contained on the specification sheets attached with the graphics originals. This form shows location only.		

COVER Green on (Beige)	TITLE ON SPINE	
TITLE PAGE (no page #)		
SUMMARY PAGE iii		
PAGE v	THRU	PAGE xviii
PAGE xix		
PAGE xxi		PAGE xxii
PAGE xxiii		
DIVIDER # 1 TITLE	←(black edge on 2 sides)	

PAGE 1-1		SPPCO SERVICE AREA MAP PAGE-SIZE COLOR NO PAGE NO.
PAGE 1-3	THRU	PAGE 1-10
ENVIRONMENTAL STATEMENT AREA MAP FOLD-OUT LEAF NO PAGE #'S		(All fold out maps have already been printed—insert only)
PLANT SITE AREA LAND STATUS MAP COLOR PAGE SIZE No PAGE #		NORTH VALMY POWER PROJECT GENERAL LAYOUT MAP PAGE SIZE COLOR No PAGE #
FIGURE 1-2 LAYOUT OF N. VALMY STATION PAGE SIZE B&W NO PAGE #		[PHOTO #1] PAGE 1-16
FIGURE 1-3 EXPECTED MAJOR EMISSIONS PAGE SIZE B&W NO PAGE #		PAGE 1-18
PAGE 1-19	THRU	PAGE 1-22
PAGE 1-23		FIGURE 1-4 WELLFIELD AND PIPELINE PAGE-SIZE B&W NO PAGE #

FIGURE 1-5 VALMY PLANT WATER SYSTEM PAGE SIZE B&W No PAGE #		PAGE 1-26
PAGE 1-27	THRU	PAGE [PHOTO #2] 1-32
PAGE 1-33	THRU	PAGE 1-36
EXISTING AND PROPOSED TRANS. LINE MAP PAGE SIZE COLOR NO PAGE #		PAGE 1-38
[PHOTO #3] PAGE 1-39		FIGURE 1-6 TYPICAL TRANS. LINE TOWERS PAGE SIZE B&W NO PAGE #
[PHOTO #4] PAGE 1-41		PAGE 1-42
[PHOTO #5] [PHOTO #6] PAGE 1-43	THRU	PAGE 1-46
PAGE 1-47		

PAGE 2 OF 5 PAGES

PAGINATION FORM

Publication Title FINAL ENVIRONMENTAL STATEMENT, PROPOSED NORTH VALMY PROJECT			Date
Size 8 x 10½	Paper [illegible]	Binding PERFECT	No. of Copies
Code	ES AREA MAP, P. 1-11, FOLD OUT LEFT. ALL OTHER MAPS FOLD OUT RIGHT. FOR PAGINATION, FOLD-OUTS COUNT 2 PAGES.		

DIVIDER TITLE	#2
PAGE 2-1	PAGE 2-2
PAGE 2-3	SITE LOCATION AND GEOLOGY MAP PAGE SIZE COLOR NO PAGE #
PAGE 2-5	SEISMIC RISK MAP PAGE-SIZE COLOR NO PAGE #
PAGE 2-7	PAGE 2-8
ES AREA SOIL GROUPS MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE 2-11	FIGURE 2-1 CLIMATOLOGICAL STATIONS PAGE SIZE B/W NO PAGE #
PAGE 2-13	PAGE 2-14

FIGURE 2-2 WIND ROSES PAGE SIZE B/W NO PAGE #	PAGE 2-16
PAGE THRU 2-17	PAGE 2-30
ES AREA VEGETATION MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE THRU 2-33	PAGE 2-40
ES AREA BIG GAME MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
ES AREA UPLAND GAME BIRD MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
ES AREA WATERFOWL, FISHERIES, AND RAPTOR MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE 2-47	PAGE 2-48

ES AREA WILD HORSE MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE 2-51	PAGE 2-52
ES AREA LAND STATUS MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE 2-55	PAGE 2-56
ES AREA RECREATION VALUES MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
PAGE THRU 2-59	PAGE 2-64
ES AREA CULTURAL RESOURCES MAP FOLD OUT RIGHT COLOR NO PAGE #'S	
ARCHEOLOGICAL SURVEY MAP PAGE SIZE COLOR NO PAGE #	PAGE 2-68

ILLUSTRATION 12-6
EXAMPLE SF-1's

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER—Please cause to be furnished the following work:

Jacket No. (Assigned at GPO):
Requisition No.: I-LM-18972

FROM (Department or Government Establishment): Department of Interior
(Bureau or office): Land Management
Authorized by (Initials):
Date:

APPROPRIATION CHARGEABLE: NM020-4320-4427-NR02
AUTHORIZED BY (Cite law):

TITLE: Final East Socorro Grazing Environmental Statement
FORM No.:

QUANTITY (Units of finished product): 800
FINISHED PRODUCT (Check one): ☒ Books or Pamphlets ☐ Blank Books ☐ Blank Forms (Sheets) ☐ Folders ☐ Sets ☐ Pads or Tablets
Other (Specify): ☐

THIS ORDER RIDES (Department):
Requisition No.:
Jacket No.:
Strap with Req. No.:
CLASSIFICATION:

PAPER STOCK AND INK

	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any) (Grade, color, and basis weight)	COLOR(S) OF INK
BODY (Text)—Do not use GPO property number	100 #stock white		Black
COVER	140 #JCPL-20 Pecan Brown		Black
OTHER (Specify)			

COMPOSITION—ILLUSTRATIONS

TEXT TYPE (Point) (Face) (Leaded or solid):
Fol. lit. ☐
DISPLAY TYPE (Face):
TYPE PAGE WIDTH (Picas): 8½ x 11
(No. of cols.): 2
(Column width):
TYPE PAGE DEPTH Picas, plus bottom, center, or side folio:
MACHINE FORM ☐
Setwise value of characters:
Space between horizontal lines:
Does copy show columnar cast in characters? ☐ Yes ☐ No
☐ Forms Must Register
MARGINS After trim (Picas) (Inches): Back or Left / Right / Top / Bottom
PICK UP: ☐ Type / Plates / Negs. / Illus. / From Jacket No. / Req. No.
ILLUSTRATIONS (Line cuts) (Halftones) (Combinations) (Lithos) TOTAL:
MAKE PLATES ☐ Yes ☐ No
MEND PLATES ☐ Yes ☐ No
HOLD (weeks): Type / Illus.

DO NOT WRITE IN THIS SPACE—(TO BE FILLED IN BY GPO)
______ folios of manuscript copy. Estimated to make ______ printed pages.
☐ Run from type ☐ Make patterns.
Plates: ☐ On hand ☐ Make ☐ Mend
Negatives: ☐ On hand ☐ Make ☐ Mend
Dies: ☐ On hand ☐ Make
Ruling: ☐ Brass ☐ Wax ☐ Leader ☐ Offset ☐ Bindery
Perforate: ☐ Rule ☐ Pinhole ☐ On folder ☐ Press Rotary ☐ Bindery Rotary ☐ To make looseleaf ☐ With ink ☐ Without ink
Scoring: ☐ Bindery ☐ Press ☐ With ink ☐ Without ink
Numbering: ☐ Press ☐ Bindery
Binding: ☐
☐ Punch ☐ Drill ☐ Fold ☐ Tip ☐

No. Forms	Pages Per Form	Sheet Size	Imposition	Press Group

Classification: ☐ Doc ☐ Job ☐ Offset ☐
(Date) (Planner)

PRESS AND BINDERY SPECIFICATIONS

PRINT: ☐ One side Only ☐ Head to Head ☐ Head to Foot ☐ Head to Side ☐ Left Hand Pp. Only ☐ Right Hand Pp. Only
PAPER COVERS: ☐ Self ☐ Separate
RULING: ☐ Print ☐ Bindery
EMBOSS ☐
SIZE FLAT (Inches) Form, Folder, Pads, Tablets, Set: x
FOLD TO (Inches): x
SIZE OF LEAF (Inches) Blank Book: x
No. LEAVES:
SIZE TRIMMED PAGE (Inches) Printed Books or Pamphlets: 8½ x 11
No. PAGES: 453
No. Openings:
PAGED (inclusive) To
Position:
Color of ink:
LOOSELEAF: ☐ Trim 4 sides ☐ Perforate
NUMBERED (inclusive) To
Color of Ink:
PERFORATE (specify if original, duplicate, etc.): ☐ Pinhole ☐ Regular
BINDERS, Specify kind:
BINDING: ☐ Cased ☐ Laced ☐ Patent Backs ☐ Phila. Guards ☐ Perfect Binding
Binding Material and Color:
SEW: ☐ Book Style ☐ Saddle
WIRE STITCH (No. of stitches): ☐ Side ☐ Saddle
PASTE ☐
Back Strip ☐
STAMP TITLE: ☐ Side ☐ Back ☐ Gold ☐ Imitation Gold
Ink (Color):
Labels ☐
PADS (Tablets) or SETS: ☐ Gummed ☐ Wire Stitch ☐ Loose
(Sheets in Pad) (Sets in Pad) (Sheets in Set)
PUNCH ☐ (Shape) (No. of holes) (Diam.) Inches center to center (Position)
EYELET ☐
GUIDE CARDS (Height of Lip) No. of Cuts, 1, 2, 3, etc.
Positions:
INDEX: ☐ In Front ☐ Thru-out ☐ Cut-In ☐ Rolled
Tags (Tabs): ☐ Cloth ☐ Leather ☐ Gothic ☐ Extended ☐ Inserted ☐ Loose ☐ Gummed
EDGE (Color) ☐
CRIMP ☐
SCORE ☐
Interleave ☐
PASTERS ☐
GATHERED (Explain):
GUMMED (Explain):
ROUND CORNERS: No. / Position

PROOFS AND DELIVERY

REQUESTED PROOF DATE: None
PROOFS WANTED (sets): Galley / Page
Dept. will hold proofs (days): Galley / Page
SEND PROOF TO—
REQUESTED DELIVERY DATE: 8/24/79
PACKAGING: ☐ Wrap ☐ Tie ☐ Wrap and Tie ☐ Cartons ☐ Band in Sets ☐ Suitcase
Other (specify): ☐
Unit of Quantity of Finished Product in Package:
DELIVER TO: Ship by surface freight to Albuquerque, NM. Then have freight line notify Bureau of Land Mgmt, Socorro NM, 835-2080 when it arrives in Albu. for pick up.
☐ B.L. Furnished by Dept.

Information concerning furnished material or additional information not covered above:
Previous procurement Jacket #678-527
For further information or questions contact Jane Farmer or Wayne Albrecht at (505) 835-2080.

It is certified that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment and the illustrations ordered are necessary and relate entirely to the public business.

Standard Form No. 1—Revised May 1948
1-157

U.S. GPO 1977—261-530/2756

(Signed)
ADMINISTRATIVE OFFICER
(Title)

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER—Please cause to be furnished the following work:

Jacket No. (Assigned at GPO)

Requisition No. I-LM-18755

FROM (Department or Government Establishment) U.S. Department of the Interior

(Bureau or office) BLM

Authorized by (Initials)

Date 3/14/80

APPROPRIATION CHARGEABLE NM-030-4320-4427-NR14 Billing Code 4310-FB

AUTHORIZED BY (Cite law) Estimate 3,000.00

TITLE McGregor Grazing Draft Environmental Impact Statement

FORM No.

QUANTITY (Units of finished product)

FINISHED PRODUCT (Check one) ☒ Books or Pamphlets ☐ Blank Books ☐ Blank Forms (Sheets) ☐ Folders ☐ Sets ☐ Pads or Tablets Other (Specify) ☐

THIS ORDER RIDES (Department) Requisition No. Jacket No. Strap with Req. No. CLASSIFICATION

PAPER STOCK AND INK

	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (if any) (Grade, color, and basis weight)	COLOR(S) OF INK
BODY (Text)—Do not use GPO property number	100# Stock White	Or Equivalent	Black
COVER	140# JCP-L20 Pecan Brown	Or Equivalent	Black
OTHER (Specify)			

COMPOSITION—ILLUSTRATIONS

TEXT TYPE (Point) (Face) (Leaded or solid) Fol. lit. ☐ DISPLAY TYPE (Face)

TYPE PAGE WIDTH (Picas) (No. of cols.) (Column width) TYPE PAGE DEPTH Picas, plus bottom, center, or side folio

MACHINE FORM ☐ Setwise value of characters Space between horizontal lines Does copy show columnar cast in characters? ☐ Yes ☐ No Forms Must ☐ Register

MARGINS After trim (Picas) (Inches) Back or Left Right Top Bottom PICK UP: Plates Negs. Illus. From Jacket No. Req. No. ☐ Type

ILLUSTRATIONS (Line cuts) (Halftones) (Combinations) (Lithos) MAKE PLATES ☐ Yes ☐ No MEND PLATES ☐ Yes ☐ No HOLD (weeks) Type Illus.

TOTAL See Specifications

DO NOT WRITE IN THIS SPACE—(TO BE FILLED IN BY GPO)

——— folios of manuscript copy. Estimated to make ——— printed pages.

☐ Run from type ☐ Make patterns.

Plates: ☐ On hand ☐ Make ☐ Mend

Negatives: ☐ On hand ☐ Make ☐ Mend

Dies: ☐ On hand ☐ Make

Ruling: ☐ Brass ☐ Wax ☐ Leader ☐ Offset ☐ Bindery

Perforate: ☐ Rule ☐ Pinhole ☐ On folder ☐ Press Rotary ☐ Bindery Rotary ☐ To make looseleaf ☐ With ink ☐ Without ink

Scoring: ☐ Bindery ☐ Press ☐ With ink ☐ Without ink

Numbering: ☐ Press ☐ Bindery

Binding: ☐

☐ Punch ☐ Drill ☐ Fold ☐ Tip ☐

No. Forms	Pages Per Form	Sheet Size	Imposition	Press Group

Classification: ☐ Doc ☐ Job ☐ Offset ☐

(Date) (Planner)

PRESS AND BINDERY SPECIFICATIONS

PRINT ☐ One side Only ☐ Head to Head ☐ Head to Foot ☐ Head to Side ☐ Left Hand Pp. Only ☐ Right Hand Pp. Only PAPER COVERS ☐ Self ☐ Separate RULING ☐ Print ☐ Bindery EMBOSS ☐

SIZE FLAT (Inches) Form, Folder, Pads, Tablets, Set 8½" x 11" FOLD TO (Inches) x SIZE OF LEAF (Inches) Blank Book x No. LEAVES SIZE TRIMMED PAGE (Inches) Printed Books or Pamphlets x No. PAGES 272

No. Openings PAGED (inclusive) To Position Color of ink LOOSELEAF ☐ Trim 4 sides ☐ Perforate

NUMBERED (inclusive) To Color of Ink PERFORATE (specify if original, duplicate, etc.) ☐ Pinhole ☐ Regular BINDERS, Specify kind

BINDING ☐ Cased ☐ Laced ☐ Patent Backs ☐ Phila. Guards ☒ Perfect Binding Binding Material and Color SEW ☐ Book Style ☐ Saddle

WIRE STITCH (No. of stitches) ☐ Side ☐ Saddle PASTE ☐ Back Strip ☐ STAMP TITLE ☐ Side ☐ Back ☐ Gold ☐ Imitation Gold Ink (Color) Labels ☐

PADS (Tablets) or SETS ☐ Gummed ☐ Wire Stitch ☐ Loose (Sheets in Pad) (Sets in Pad) (Sheets in Set) PUNCH ☐ (Shape) (No. of holes) (Diam.) Inches center to center (Position) EYELET ☐

GUIDE CARDS (Height of Lip) No. of Cuts, 1, 2, 3, etc. Positions INDEX ☐ In Front ☐ Thruout ☐ Cut-in ☐ Rolled Tags (Tabs) ☐ Cloth ☐ Leather ☐ Gothic ☐ Extended ☐ Inserted ☐ Loose ☐ Gummed

EDGE (Color) ☐ CRIMP ☐ SCORE ☐ Interleave ☐ PASTERS ☐ GATHERED (Explain) GUMMED (Explain) ROUND CORNERS No. Position

PROOFS AND DELIVERY

REQUESTED PROOF DATE PROOFS WANTED (sets) Galley Page Dept. will hold proofs (days) Galley Page SEND PROOF TO—

REQUESTED DELIVERY DATE April 11, 1980 PACKAGING ☐ Wrap ☐ Tie ☐ Wrap and Tie ☐ Cartons ☐ Band in Sets ☐ Suitable Other (specify) ☐ Unit of Quantity of Finished Product in Package

DELIVER TO: See attached Specification sheets, B/L Furnished by ☐ Dept.

Information pertaining to finished material or additional information not covered above: Specification for printing visuals and text are attached. For further information contact Don Boyer, BLM New Mexico State Office, at FTS 476-1214, commercial: (505) 988-6214.

It is certified that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment and the illustrations ordered are necessary and relate entirely to the public business.

Standard Form No. 1—Revised May 1948 1-107

James M. Jones (Signed) Procurement Analyst (Title)

PRINTING AND BINDING REQUISITION

BLM #110, May 17, 1979 0800

To the PUBLIC PRINTER—Please cause to be furnished the following work:

Jacket No. (Assigned at GPO): 1717

Requisition No.: 1126

Authorized by (Initials):

Date:

FROM (Department or Government Establishment): Department of the Interior

(Bureau or office): Land Management

APPROPRIATION CHARGEABLE: NM-920-4320-4427-NR03

AUTHORIZED BY (Cite law):

TITLE: East Rosewell Grazing Draft Environmental Statement

FORM No.:

QUANTITY (Units of finished product): 1,000

FINISHED PRODUCT (Check one): ☒ Books or Pamphlets ☐ Blank Books ☐ Blank Forms (Sheets) ☐ Folders ☐ Sets ☐ Pads or Tablets

Other (Specify): ☐

THIS ORDER RIDES (Department):

Requisition No.:

Jacket No.:

Strap with Req. No.:

CLASSIFICATION:

PAPER STOCK AND INK

	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any) (Grade, color, and basis weight)	COLOR(S) OF INK
BODY (Text)—Do not use GPO property number	Offset, White, Sub 100		Black
COVER	Vellum, Off-White, Sub 130		Black
OTHER (Specify)			

COMPOSITION—ILLUSTRATIONS

TEXT TYPE (Point) (Face) (Leaded or solid): Positive

Fol. lit. ☐

DISPLAY TYPE (Face):

TYPE PAGE WIDTH (Picas) (No. of cols.) (Column width):

TYPE PAGE DEPTH Picas, plus bottom, center, or side folio:

MACHINE FORM ☐ Setwise value of characters: Space between horizontal lines:

Does copy show columnar cast in characters? ☐ Yes ☐ No

☐ Forms Must Register

MARGINS After trim (Picas) (Inches): Back or Left Right Top Bottom

PICK UP: ☐ Type Plates Negs. Illus. From Jacket No. Req. No.

ILLUSTRATIONS (Line cuts) (Halftones) (Combinations) (Lithos) TOTAL

MAKE PLATES ☒ Yes ☐ No

MEND PLATES ☐ Yes ☐ No

HOLD (weeks) Return Orig & Negs to Dept

DO NOT WRITE IN THIS SPACE—(TO BE FILLED IN BY GPO)

_____ folios of manuscript copy. Estimated to make _____ printed pages.

☐ Run from type ☐ Make patterns.

Plates: ☐ On hand ☐ Make ☐ Mend

Negatives: ☐ On hand ☐ Make ☐ Mend

Dies: ☐ On hand ☐ Make

Ruling: ☐ Brass ☐ Wax ☐ Leader ☐ Offset ☐ Bindery

Perforate: ☐ Rule ☐ Pinhole ☐ On folder ☐ Press Rotary ☐ Bindery Rotary ☐ To make looseleaf ☐ With ink ☐ Without ink

Scoring: ☐ Bindery ☐ Press ☐ With ink ☐ Without ink

Numbering: ☐ Press ☐ Bindery

Binding: ☐

☐ Punch ☐ Drill ☐ Fold ☐ Tip ☐

No. Forms	Pages Per Form	Sheet Size	Imposition	Press Group

Classification: ☐ Doc ☐ Job ☐ Offset ☐

(Date) (Planner)

PRESS AND BINDERY SPECIFICATIONS

PRINT ☒ One side Only ☒ Head to Head ☐ Head to Foot ☐ Head to Side ☐ Left Hand Pp. Only ☐ Right Hand Pp. Only

PAPER COVERS ☐ Self ☒ Separate

RULING ☐ Print ☐ Bindery

EMBOSS ☐

SIZE FLAT (Inches) Form, Folder, Pads, Tablets, Set: x

FOLD TO (Inches): x

SIZE OF LEAF (Inches) Blank Book: x

No. LEAVES:

SIZE TRIMMED PAGE (Inches) Printed Books or Pamphlets: 8½ x 11

No. PAGES: 450 + COVER

No. Openings:

PAGED (inclusive) To

Position:

Color of ink:

LOOSELEAF ☐ Trim 4 sides ☐ Perforate

NUMBERED (inclusive) To

Color of ink:

PERFORATE (specify if original, duplicate, etc.) ☐ Pinhole ☐ Regular

BINDERS, Specify kind:

BINDING ☐ Cased ☐ Laced ☐ Patent Backs ☐ Phila. Guards ☒ Perfect Binding

Binding Material and Color:

SEW ☐ Book Style ☐ Saddle

WIRE STITCH (No. of stitches) ☐ Side ☐ Saddle

PASTE ☐

Back Strip ☑

STAMP TITLE ☐ Side ☐ Back ☐ Gold ☐ Imitation Gold

Ink (Color):

Labels ☐

PADS (Tablets) or SETS ☐ Gummed ☐ Wire Stitch ☐ Loose (Sheets in Pad) (Sets in Pad) (Sheets in Set)

PUNCH ☐ (Shape) (No. of holes) (Diam.) Inches center to center (Position)

EYELET ☐

GUIDE CARDS (Height of Lip) No. of Cuts, 1, 2, 3, etc. Positions

INDEX ☐ In Front ☐ Thru-out ☐ Cut-in ☐ Rolled

Tags (Tabs) ☐ Cloth ☐ Leather ☐ Gothic ☐ Extended ☐ Inserted ☐ Loose ☐ Gummed

EDGE (Color) ☐ CRIMP ☐ SCORE ☐ Interleave ☐ PASTERS ☐

GATHERED (Explain):

GUMMED (Explain):

ROUND CORNERS No. Position

PROOFS AND DELIVERY

REQUESTED PROOF DATE:

PROOFS WANTED (sets) Galley Page

Dept. will hold proofs (days) Galley Page

SEND PROOF TO—

REQUESTED DELIVERY DATE:

PACKAGING ☐ Wrap ☐ Tie ☐ Wrap and Tie ☒ Cartons ☐ Band in Sets ☐ Suitable

Other (specify) ☐

Unit of Quantity of Finished Product in Package:

DELIVER TO: *See Attached List

☐ B/L Furnished by Dept.

Information pertaining to furnished material or additional information not covered above: PRINT FOR NATIONAL DEPOSITORY LIBRARIES.

Measurements of the cover's spine can be adjusted to fit the size of the ES Document. For additonal information contact Hubert Phillips, FTS 476-9251. MAIL INVOICE TO: Bur of Land Mgmt, USDI, Code 520, 18th & C Sts, NW, Wash, DC 20240

It is certified that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment and the illustrations ordered are necessary and relate entirely to the public business. 12-21

Standard Form No. 1—Revised May 1948
1-108

☆ GPO : 1976—241-530/3020

(Sgd.) Donald E. Sullivan
(Signed)

Chief, Div of Printing a
Publications
(Title)

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER—Please cause to be furnished the following work:

Jacket No. (Assigned at GPO):
Requisition No.: NM-060-79-31
FROM (Department or Government Establishment): USDI - BLM
(Bureau or office):
Authorized by (Initials):
Date: March 15, 1979
APPROPRIATION CHARGEABLE: 4320-4427-NR03 NM-910-GP9-658
AUTHORIZED BY (Cite law):
TITLE: Visuals for East Roswell Grazing Environmental Statement
FORM No.:
QUANTITY (Units of finished product): 2500 each of 5
FINISHED PRODUCT (Check one): ☐ Books or Pamphlets ☐ Blank Books ☐ Blank Forms (Sheets) ☐ Folders ☐ Sets ☐ Pads or Tablets ☒ Other (Specify) Maps
THIS ORDER RIDES (Department):
Requisition No.:
Jacket No.:
Strap with Req. No.:
CLASSIFICATION:

PAPER STOCK AND INK

	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any) (Grade, color, and basis weight)	COLOR(S) OF INK
BODY (Text) -Do not use GPO property number	120 LB Uncoated		
COVER			
OTHER (Specify)			

COMPOSITION—ILLUSTRATIONS

TEXT TYPE (Point) (Face) (Leaded or solid): Negatives & Positives
Fol. lit. ☐
DISPLAY TYPE (Face):
TYPE PAGE WIDTH (Picas) (No. of cols.) (Column width):
TYPE PAGE DEPTH Picas, plus bottom, center, or side folio:
MACHINE FORM ☐
Setwise value of characters:
Space between horizontal lines:
Does copy show columnar cast in characters? ☐ Yes ☐ No
Forms Must Register ☐
MARGINS After trim (Picas) (Inches): Back or Left Right Top Bottom
PICK UP: Plates Negs. Illus. From Jacket No. Req. No. ☐ Type
ILLUSTRATIONS (Line cuts) (Halftones) (Combinations) (Lithos) TOTAL
MAKE PLATES ☐ Yes ☐ No
MEND PLATES ☐ Yes ☐ No
HOLD (weeks) Type Illus.

PRESS AND BINDERY SPECIFICATIONS

PRINT: ☐ One side Only ☐ Head to Head ☐ Head to Foot ☐ Head to Side ☐ Left Hand Pp. Only ☐ Right Hand Pp. Only
PAPER COVERS: ☐ Self ☐ Separate
RULING: ☐ Print ☐ Bindery
EMBOSS ☐
SIZE FLAT (Inches) Form, Folder, Pads, Tablets, Set: 24" x 36"
FOLD TO (Inches): See Specs. 7½ x 9½
SIZE OF LEAF (Inches) Blank Book: x
No. LEAVES: 3
SIZE TRIMMED PAGE (Inches) Printed Books or Pamphlets: x
No. PAGES:
No. Openings PAGED (Inclusive) To Position: Color of Ink
LOOSELEAF: ☐ Trim 4 sides ☐ Perforate
NUMBERED (Inclusive) To Color of Ink
PERFORATE (specify if original, duplicate, etc.) ☐ Pin-hole ☐ Regular
BINDERS, Specify kind
BINDING: ☐ Cased ☐ Laced ☐ Patent Backs ☐ Phila. Guards ☐ Perfect Binding
Binding Material and Color
SEW: ☐ Book Style ☐ Saddle
WIRE STITCH (No. of stitches) ☐ Side ☐ Saddle
PASTE ☐
Back Strip ☐
STAMP TITLE ☐ Side ☐ Back ☐ Gold ☐ Imitation Gold
Ink (Color)
Labels ☐
PADS (Tablets) or SETS ☐ Gummed ☐ Wire Stitch ☐ Loose
(Sheets in Pad) (Sets in Pad) (Sheets in Set)
PUNCH (Shape) (No. of holes) (Diam.) ☐
Inches center to center
(Position)
EYELET ☐
GUIDE CARDS (Height of Lip) No. of Cuts, 1, 2, 3, etc.
Positions
INDEX ☐ In Front ☐ Thru-out ☐ Cut-in ☐ Rolled
Tags (Tabs) ☐ Cloth ☐ Leather ☐ Gothic ☐ Extended ☐ Inserted ☐ Loose ☐ Gummed
EDGE (Color) ☐
CRIMP ☐
SCORE ☐
Interleave ☐
PASTERS ☐
GATHERED (Explain)
GUMMED (Explain)
ROUND CORNERS No. Position

DO NOT WRITE IN THIS SPACE—(TO BE FILLED IN BY GPO)

——— folios of manuscript copy. Estimated to make ——— printed pages.
☐ Run from type ☐ Make patterns.
Plates: ☐ On hand ☐ Make ☐ Mend
Negatives: ☐ On hand ☐ Make ☐ Mend
Dies: ☐ On hand ☐ Make
Ruling: ☐ Brass ☐ Wax ☐ Leader ☐ Offset ☐ Bindery
Perforate: ☐ Rule ☐ Pinhole ☐ On folder ☐ Press Rotary ☐ Bindery Rotary ☐ To make looseleaf ☐ With ink ☐ Without ink
Scoring: ☐ Bindery ☐ Press ☐ With ink ☐ Without ink
Numbering: ☐ Press ☐ Bindery
Binding: ☐
☐ Punch ☐ Drill ☐ Fold ☐ Tip ☐

No. Forms	Pages Per Form	Sheet Size	Imposition	Press Group

Classification: ☐ Doc ☐ Job ☐ Offset ☐
(Date) (Planner)

PROOFS AND DELIVERY

REQUESTED PROOF DATE:
PROOFS WANTED (sets) Galley Page
Dept. will hold proofs (days) Galley Page
SEND PROOF TO—
REQUESTED DELIVERY DATE: April 27, 1979
PACKAGING: See attached specifications ☐ Wrap ☐ Tie ☐ Wrap and Tie ☐ Cartons ☐ Band in Sets ☐ Suitable ☒ Other (specify) Shrink Pack in sets
Unit of Quantity of Finished Product in Package
DELIVER TO:
Bureau of Land Management
Roswell District Office
1717 West Second, Roswell, NM 88201
Inside Delivery Requested
B/L Furnished by Dept. ☐

Information on furnished material or additional information not covered above:

Request color key proofs of each visual. Contractor to print maps after approval of proofs. For additional information contact Mary Longstreth (505) 622-7670.

It is certified that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment and the illustrations ordered are necessary and relate entirely to the public business. 12-22

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U.S.GPO:1977—241-530/3204

Robert D. Palmer (Signed)

Acting Chief, Division of Mgmt. Services (Title)